



Process for Student Course Drop and Withdrawal

585.1

Academic Affairs/Student Affairs

I. Purpose and Scope

This procedure is intended to establish procedures and provide guidance to students, staff, and faculty regarding course drop and withdrawal. The goal of this procedure is to define and explain these methods and identify the individuals involved in fulfilling the requirements of this operating procedure including the Vice Chancellor for Student Affairs, the Vice Chancellor for Academic Affairs, the Director of Financial Aid, the Registrar, the Academic Services Coordinator, and the respective Academic Deans.

II. Definitions

- Census – The official date at which enrollment is finalized for the semester and charges are no longer refundable. These dates appear on the official [UACCB Academic Calendar](#) for each enrollment term.
- Attendance – The posting by instructors documenting the student's attendance and participation or non-attendance and no participation in a course.
- Unregister – To be removed from a course prior to the census date and receive a refund of tuition and fees. This process is a complete cancellation of course enrollment which does not appear on the student transcript.
- Withdrawal – To be removed from a course after the census date and NOT be eligible to receive a refund of tuition and fees. This process documents that a student is enrolled but will not complete a course or courses in which he or she is enrolled and results in a "W" grade on the student transcript.
- Academic Exception – When an exception is made to process a removal from courses due to a special circumstance or programmatic policy within the academic division.

III. Procedure

Students are responsible for indicating their intent to discontinue enrollment by using the appropriate form which can be accessed at <https://www.uaccb.edu/student-forms>. Once all signatures are obtained, the Registrar's Office will process the form(s) submitted by the student and inform the Financial Aid Office when a student discontinues enrollment. In all cases, the action will be documented based on the date of student submission.

- Students who do not attend classes before the census date are typically dropped for non-attendance. However, it is the responsibility of the student to drop the courses for which he or she did not attend prior to the census date or voluntarily at any time prior to the last date to drop/withdraw.

DROP AND WITHDRAWAL PROCESS TYPES

Student Initiated Course/Schedule Change:

- Any student may initiate a schedule change from UACCB during a term of enrollment prior to the last day for the schedule changes date posted on the [UACCB Academic Calendar](#) by contacting the advisor of record at advising@uaccb.edu or by calling 870-612-2160
- A course schedule change can only occur before the date indicated as the "last date for schedule changes" on the [UACCB Academic Calendar](#) for the appropriate term.
- When a course schedule change occurs, it will NOT appear on a transcript.
- When a course schedule change occurs, a student's name will no longer appear on a course roster.
- A course removed from the student's semester schedule will no longer appear on a student's schedule of courses.
- A course schedule change may impact financial aid eligibility, current or future financial aid, and enrollment in other courses.



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- A student receiving any benefits from a governmental agency must follow any policy or procedure as stipulated by the specific agency.

Course Drop/Withdrawal

1. Student Initiated (W):

- A drop/withdrawal can only occur AFTER the census date for the current term of enrollment.
- A drop/withdrawal WILL appear on a transcript as the letter “W” in the final grade column.
- A drop/withdrawn student’s name WILL appear on the course roster.
- A dropped/withdrawn student must pay for the course – even though he or she will not complete it.
- A course drop/withdrawal may impact financial aid eligibility, current or future financial aid, and enrollment in other courses.
- A student receiving any benefits from a governmental agency must follow any policy or procedure as stipulated by the specific agency.
- If a student fails to withdraw by the deadline indicated in the [UACCB Academic Calendar](#), the student’s grade will be determined in accordance with the grading terms stated in the course syllabus.

2. Administrator-Initiated (AW):

- This process is reserved for extenuating circumstances where it is in the best interest of the student to be withdrawn, but the student did not initiate the process. Administrators must notify the student and the student’s academic advisor that this process will be initiated.
- All conditions indicated in the student-initiated course drop/withdraw apply.
- An administrator-initiated withdrawal WILL appear on a transcript as the letters “AW” in the final grade column.
- Administrator-initiated withdrawal can be requested by using the form available at <https://www.uaccb.edu/student-forms>

Complete Enrollment Withdrawal:

This process is utilized when a student is enrolled but will not complete any courses in which he or she is currently enrolled. A complete withdrawal can only occur AFTER the census date but before the last day to withdraw from courses for the current term of enrollment.

- All courses WILL appear on a transcript with “W” in the final grade columns.
- A withdrawn student’s name WILL appear on all course rosters.
- All courses from which a student has withdrawn WILL appear on a student’s schedule of courses.
- A withdrawn student must pay for the courses – even though he or she will not complete them.
- A course drop/withdrawal may impact financial aid eligibility, current or future financial aid, and enrollment in other courses.
- A student receiving any benefits from a governmental agency must follow any policy or procedure as stipulated by the specific agency.

IV. Additional Information



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- Faculty members should include attendance guidelines within the course syllabi applicable to the course. The student will be responsible for reviewing and adhering to the guidelines. Faculty may associate a grade with attendance.
- A faculty member will use reasonable means to assist each student in understanding attendance expectations. A variety of retention efforts, including communication with both the student and the student's academic advisor, serve as an initial attempt to act based on the student's attendance.
- [Return to Title IV Funds Policy 505.5](#) guides the return to Title IV process associated with this process.
- Frequently Asked Questions and UACCB Support

How do I withdraw from a course or completely withdraw from college?	Registrar's Office registrar@uaccb.edu 612-2034
How does withdrawing impact my progress toward earning my degree?	Advising Center advising@uaccb.edu 870-612-2160
How does withdrawing impact my financial aid eligibility?	Financial Aid financial.aid@uaccb.edu 870-612-2036
How do I obtain information about my student billing and accounts?	Business Office studentaccounts@uaccb.edu 612-2005

- For students who complete the official withdrawal process, UACCB Financial aid personnel will determine the withdrawal date based on the date the Records Office receives information that the student plans to withdraw.

V. Revision History

Effective Date: January 13, 2012

Revised Date: February 4, 2015

December 2, 2020

July 12, 2023

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