



How To Drop

1. If you drop a course after the census date, you will receive a grade of "W" for the course.

- A grade of "W" stands for withdrawn.
- A grade of "W" will not appear on your transcript
- To find the census date for a course please go to the following link:
<http://www.uta.edu/records/services/accelerated-online-programs.php#AcceleratedOnline>

2. If you drop a course on or after the first day of class, you will not receive a full refund.

- The amount of refund, if any, will depend on the length of the course and the date you drop the course.
- You can find refund information using the following link:
<http://academicpartnerships.uta.edu/tuition/>

3. If you receive financial aid, contact the Financial Aid office for advice before dropping your course.

Students who do not meet "satisfactory academic progress" may not be eligible to receive aid in the future. The Financial Aid office can be contacted at 817-272-3561 or at fao@uta.edu.

4. To drop a course before the first day of class.

- It is your responsibility to drop a course before the first day of class.
- If you decide to drop a course before the first day of class, it is advised that you attempt to drop the course before 4:00 pm CST on the Friday before the course begins.
- If you wait until the last minute prior to the first day of class and have difficulty dropping the course, you will be unable to contact your academic advisor before the first day of class. If you do not drop before the first day of class, you will be subject to the refund policy when your advisor drops you from the course on the next business day.
- For directions on how to drop a course go to the

following link:

http://academicpartnerships.uta.edu/documents/How_to_Drop_a_Course.pdf

5. To drop a course on or after the first day of class.

- Be sure you understand all the consequences listed in topics 1-4.
- Fill out the drop form located at the link below:
<http://academicpartnerships.uta.edu/documents/Drop-Request-Form.pdf>
- Save the form and email it to aomba@uta.edu from your Mavs email address.
- Drop requests can only be requested through email. Do not call! If you call, you will be instructed to email your request. This is to ensure that you (a) understand the consequences of dropping, and (b) are sure you want to drop the course.
- The drop request must be submitted through your Mavs email address.
- A drop request is only processed on a business day. Drop requests must be submitted by 4:00 pm CST in order for a drop to be processed the same day (excluding weekends). If a drop request is submitted after 4:00 pm CST, it will be processed the next business day. Students who submit a drop request after 4:00 pm CST will be subject to the next business day's refund or drop deadline policies.
- Instructor's permission required. Contact your Instructor to request permission to drop the course. Permission should be emailed to Academic Advisor before 4:00 pm CST on the last day to drop.
- Instructor's permission and completed drop form are required for a drop to be processed.