

The University of Texas at Arlington

College of Business - Online MBA Drop Form

Directions:

1. Review the full drop policy at: <http://www.uta.edu/records/services/accelerated-online-programs.php/>
2. E-mail your Academic Advisor if you have any questions about the drop policy at aomba@uta.edu
3. Fill out this form in its entirety, save a copy for your records, and e-mail it to your Academic Advisor from your UTA e-mail address. Note: This form must be e-mailed to your Academic Advisor before 4:00 PM CST in order for the drop request to be completed on the same business day. Incomplete forms or forms submitted from personal e-mail accounts will not be accepted. Do not print out and fax the form.
4. Only submit this form if you are dropping your course after it has started. For directions on how to drop a course before it has started, go to http://academicpartnerships.uta.edu/documents/How_to_Drop_a_Course.pdf

First Name

Last Name

Student ID Number (10 digit number that starts with 100)

By checking the boxes below, I acknowledge:

It is my responsibility to contact the Office of Financial Aid to confirm the consequence of dropping the course(s) listed below if I am receiving financial aid: <http://www.uta.edu/fao>

I understand if I drop my course(s) after census date I will receive a grade of W for the course(s). For the list of census dates for each course, please go to: <http://www.uta.edu/records/services/accelerated-online-programs.php>

I understand UTA's refund policy as presented at the following link and understand that I may not receive any refund if I drop after the listed date: <http://academicpartnerships.uta.edu/tuition>

I understand that by dropping on/after the first day of class I will not receive a full refund. For the refund policy, go to: <http://academicpartnerships.uta.edu/tuition/>

I understand that this form must be submitted to my Academic Advisor by 4:00 PM CST in order for my drop request to be completed on the same business day (excluding weekends).

I officially request to be dropped from the course(s) listed below

I understand I must have the instructor's permission to drop each requested class

Course Name, Number, and Title (i.e. MANA 5312 Managing the Enterprise)

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