Student requests to drop a course

Before Last Day to Drop

Academic Department Processes the request

After Last Day to Drop

Is the student dropping all enrolled courses or last remaining course? (Must be Medical or an extreme circumstance with documentation).

No

UTA Withdrawal and Drop Policy Exception Form is needed for UGRD and GRAD students

If approved by academic department, a CRA/Grade Change is needed with petition and documents. Submitted to Office of the Registrar through SharePoint

Yes

Refer to Dean of Students AND have student complete request form go.uta.edu/withdrawal

If approved by DOS, Office of the Registrar (OR) will be notified via email. OR processes the withdrawal. (CRA and/or Grade Change is not needed.)

DOS notifies student of request approval or denial