Withdrawal Form
*Please print clearly

Student’s Name ___________________________ CWID ___________________________
Last First

Address ___________________________________________ Date __________________
Street City State Zip

Daytime Phone (______) ___________________________ E-mail ______________________

Reason for withdrawal (Required): ____________________________________________
__________________________________________________________________________
__________________________________________________________________________

Last date of Class Participation*: ____________________________ (REQUIRED FOR PROCESSING)
I will return in a future semester.
I will NOT be returning.

Class Schedule
CRN/Subject/Course/ Section CRN/Subject/Course/ Section CRN/Subject/Course/Section
Example: 40301/ ENG 1301/ 001

*Withdrawals will be reflected with the date listed as Last date of Class Participation, but please allow 24-48- hrs.
for processing. Withdrawals can be confirmed through your MyLEO under “Registration History”.
This is a withdrawal from the semester, not the university. This action must be taken by the date stated in the
Academic Calendar as the last day to withdraw. It is the student’s responsibility to withdraw from classes if they
do not plan to attend during the semester in which they have enrolled. When a withdrawal is processed, you will
have no remaining courses and no credit hours for the current term. Courses withdrawn will count toward
attempted hours and toward the 3-repeat, 45/30 hour rules. Withdrawals do not count toward the 6 drop rule. (These
rules only apply toward undergraduate students.) Students who have completed a course within a regular term (sub
term courses) and have previously received a grade are not eligible to withdraw. The remaining courses will be
processed as drops.

Student Signature Required

__________________________________________________________________________

*Students receiving any of the services below must have approval and obtain applicable signatures to withdraw. A withdrawal can affect your financial aid.
It is your responsibility to contact the appropriate offices below and secure approval (if applicable).
Withdrawals will NOT be processed without all applicable approvals. Students receiving refunds may be required to return some, if not all, of the funds if
withdrawing. The date the withdrawal form is initiated will determine the amount that may need to be repaid.

Financial Aid (Fax: 903-886-5098) __________
Housing (Fax: 903-886-5794) __________
Bursar’s Office (Fax: 903-886-6048) __________
UC College (Fax: 903-468-6077) __________
International Students Office (Fax 903-438-3200) __________
(Required for International Students Only)
Athletics Office-Judy Sackfield (Fax 903-438-3033) __________