

W UNIVERSITY of WASHINGTON | TACOMA

Official Withdrawal Form

OFFICE OF THE REGISTRAR — 253-692-4913 PLEASE TYPE OR PRINT CLEARLY.

| | | | |
|---|--|---|---------------|
| Legal Name (last, first, middle) | | Student Number | |
| Address (street and number) | | (city) | (state) (ZIP) |
| Phone number: (include area code) | | Academic Program | |
| Reason for Withdrawal (Please check all reasons that apply) | | Please completely withdraw me from all courses I am enrolled in for: | |
| <input type="checkbox"/> Employment <input type="checkbox"/> Financial <input type="checkbox"/> Family <input type="checkbox"/> Health Other _____ | | <input type="checkbox"/> Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Winter <input type="checkbox"/> Summer YEAR 20 _____ | |
| All Students | | | |
| Consult your academic advisor to determine your options and the potential impact of withdrawal on your academic plan. Contact your advisor via email to uwtaac@uw.edu or schedule an appointment online at tacoma.uw.edu/advising for a phone or in-person consultation. Graduate students will need to consult their academic advisor in the Program Office. | | | |
| Student signature _____ | | Date _____ | |
| Students Receiving Financial Aid | | | |
| If you are you receiving financial aid, please read the information on our website: tacoma.uw.edu/financial-aid/withdrawal-financial-aid | | | |
| <input type="checkbox"/> Yes, I have read the financial aid information from the link above. | | Student initials _____ | |
| Students Receiving Military Benefits | | | |
| If you are you receiving military/veteran's benefits, please contact Veteran & Military Services. | | | |
| Military/VA advisor signature _____ | | Date _____ | |
| International Students | | | |
| If you are you a F-1 international student, please contact the International Student Services Office. | | | |
| International advisor signature _____ | | Date _____ | |

Completed document must be returned to:

Office of the Registrar, MAT 253
 Campus Box 358400
 1900 Commerce Street
 Tacoma, WA 98402

Questions: 253-692-4913**Office Use Only**

Received: In-Person
 Mail (Postmarked)
 Other _____
 Effective date of withdrawal: _____
 Date Processed: _____
 Processed by: _____

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Complete Withdrawal from the University for a Registered Quarter (dropping all courses for the quarter)

It is the student's responsibility to withdraw from all courses if he or she is unable to attend. Students may withdraw using the electronic registration systems through the unrestricted drop period. Beginning with the third week of the quarter, official withdrawals must be submitted to the UW Tacoma Registrar. An official withdrawal is effective the date of the last drop made electronically, the date it is received in the Office of the Registrar, or if submitted by mail, the date of the postmark. Tuition owed will be based on the date the complete withdrawal is received. Withdrawals are NOT accepted after the last day of instruction for the quarter.

Guidelines for Waiving Tuition Forfeiture

In order to be considered for a Waiver of Tuition Forfeiture students must complete a Request to Waive Tuition Forfeiture along with required documentation. The tuition forfeiture schedule for complete withdrawal from the university is as follows:

- Students who withdraw on or before the seventh calendar day of the quarter do not pay tuition.
- Students who withdraw after the seventh calendar day through the 30th calendar day continue to owe one half of their tuition.
- Students who withdraw after the 30th calendar day continue to owe full tuition.

The following principles apply to complete withdrawal from the university:

- Courses dropped as part of a complete withdrawal from the university during the first two weeks of the quarter are not recorded on the student's UW transcript; however, the date of the complete withdrawal is recorded.
- A recipient of veterans benefits should immediately notify the veterans benefits coordinator of their withdrawal.
- A student with a scholarship or loan awarded through the university should notify the financial aid counselor of their withdrawal.

Dropping a Course

Students dropping a course during the first two weeks of a quarter shall have no entry on their permanent academic transcript unless they do a complete withdrawal from the university. If a student drops all of his or her courses, a complete withdrawal date is recorded on the transcript. A course drop made during the third through the seventh week of the quarter will be recorded on an undergraduate student's transcript with a W grade and a number designating the week of the quarter in which the course was dropped. Students may drop only one course per academic year (autumn through summer quarters) from the third through the seventh week of the quarter. This is referred to as the "annual drop."

To drop a course officially, a student must complete the transaction electronically using MyUW or submit a drop card to the Office of the Registrar. A student who drops a course unofficially (only through the instructor or advisor, for example) is given a grade of 0.0. Students receiving or applying for financial aid should check with the financial aid counselor before dropping a class because it may affect financial aid eligibility. Students should be aware that dropping a course may affect their student account. During summer quarter, the timeline for dropping a course is abbreviated due to the shortened session. Please consult the Important Dates page on the Registration website for specific dates at tacoma.uw.edu/register.

Hardship Withdrawal Policy

Students may petition the UW Tacoma Registrar's Office in writing for a hardship withdrawal if they are unable to complete a course due to documented health-related issue or unusual or extenuating circumstances beyond their control that prevented them from dropping the course by the seventh week. Petitions must be filed promptly after the occurrence of the event that gave rise to the need for dropping, preferably prior to the end of the quarter. Only in rare circumstances will petitions be accepted after the close of the quarter in which the withdrawal is being petitioned. Students who have completed the requirements for the course are generally not eligible for a hardship withdrawal.

The petition for hardship withdrawal should be completed by the student and submitted to the UW Tacoma Registrar. Supporting documentation as detailed on the petition form must accompany the petition. The UW Tacoma Registrar reserves the right to verify the authenticity and details of the documentation. Petitions will not be accepted for coursework that is more than two years old.