Withdrawing After Drop/Add

Overview

No students may withdraw themselves from all courses at any point in time (this is considered a University Withdrawal). Students are, however, able to withdraw themselves from all courses, except the last remaining course for the semester within the designated withdrawal period.

Those students wishing to withdraw from ALL registered courses should withdraw from all but one course online, then complete the Last Class Withdrawal via MyUWF to complete and finalize the withdrawal process.

Withdrawal from courses may affect a student's financial aid and/or excess hours.

If attempting to withdraw from a class which would drop a student below the minimum hours required for the student, an error message will appear:

A minimum hours restriction prevented the processing of your request.

- If you get this message, you are required to maintain a minimum number of hours due to your current status (athlete, veteran, international student, academic probation, etc.); see Understanding Minimum/Maximum Semester Hour Restrictions.

For additional information pertaining to UWF's withdrawal policies, please see the Withdrawal portion of the Undergraduate Catalog.

Students should not attempt to drop or withdraw from any course in which he/she is going through the Academic Misconduct process. If the student does remove themselves from the course, the student will be manually re-added to the course by the Office of the Registrar pending a final decision from Student Affairs.

Instructions

To Withdraw from a Course:

1. Search for, then select the Registration Menu app in MyUWF.
2. Choose the Add or Drop Classes link.

3. In the Action column, select the Withdraw (Web) option in drop-down box next to the course you wish to withdraw from.

4. Click the Submit Changes button at the bottom of the page.
5. The Current Schedule page should now reflect that you have successfully withdrawn from the course.

### Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Course</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered (Web)</td>
<td>None</td>
<td>81154 ENC 1 101 0</td>
<td>Undergraduate 3.000</td>
<td>Standard Letter Grade</td>
<td>English Composition 1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**To Withdraw from ALL Courses (University Withdrawal)**

Complete the steps to withdraw from all courses except one final course. Complete the Last Class Withdrawal via MyUWF (see Overview section at the top of this page).

**Medical Withdrawal Process**

To qualify for a medical withdrawal, the student is required to complete and submit the Request for Medical Withdrawal Form with supporting documentation to the Dean of Students office (DSO), Building 21/Room 130.

The DSO will review the documentation and determine whether the criteria for a medical withdrawal have been met. The student will receive email notification once the decision has been made. The medical withdrawal process normally takes 10 to 14 working days.

For specific information pertaining to require documentation and policies related to Medical Withdrawals, please see the Medical Withdrawal section in the Catalog.

**FAQs**

- **I can't withdraw from my last class- what do I do?**
  Check to see the error message you are getting. You may be subject to stay in minimum hours for various reasons. If so, please contact your advisor. If you are attempting to withdraw from all classes you must MUST contact the Withdrawal Coordinator in the Office of the Registrar to complete the process.

- **I can't withdraw form a Part of Term 5-9 course; what should I do?**
  Generally, the withdrawal deadline for Part of Term 5-9 courses is the last day of the class, unless the class end date crosses over into the following semester. In this case, the withdrawal deadline is the last day of the semester in which said course started. Please email registrar@uwf.edu for assistance with withdrawing from Parts of Term 5-9 courses before the deadline passes.

**Previous/Next Steps**

Registering for Courses
Dropping Courses

Viewing a Student Schedule

Viewing holds

Understanding Minimum/Maximum Semester Hour Restrictions