

Withdrawal Form

How to Submit Form: The completed form must be emailed to studentrecords@utsa.edu from your university email.
Directions: This form is only required for undergraduate financial aid recipients, international students, student-athletes, and all UT San Antonio students withdrawing from a summer term. A withdrawal is equivalent to dropping ALL courses (or the LAST class of a term) in which the student is registered. Students who withdraw from all classes are subject to the academic standing regulations indicated in the current UT San Antonio Student Policies. Students should refer to the online Registration or Academic Calendar each semester for all deadlines.

STEP 1: STUDENT INFORMATION

First Name: _____ Last Name: _____ myUTSA ID: _____
Mailing Address: _____
Phone Number: _____ Preferred Email: _____

I authorize UT San Antonio to update my address, phone and email to what I have indicated above.

STEP 2: INDICATE TERM OF WITHDRAWAL

Please type in the term you are withdrawing from (Fall, Spring, or Summer*) here: _____

**If withdrawing from the fall or spring term, indicate the term you will be withdrawing from (check all that apply):*

Normal 16-week term B-5 Term (1st 8-week) B6 Term (2nd 8-week)

**If withdrawing from the summer, indicate the term you will be withdrawing from (check all that apply):*

M Term (mini-term) F Term (1st 5-week) S Term (2nd 5-week) T Term (10-week) J Term (1st 4-week)
L Term (2nd 4-week) 8 Term (8-week)

STEP 3: APPROVALS FOR ATHLETES & INTERNATIONAL STUDENTS

Skip to Step 4 if not applicable

Athletes Only:

You must have approval (indicated by signature below) of the Athletics Department to process withdrawal.

Athletic Advisor Signature: _____ Print Name: _____

International Students Only:

You must have approval (indicated by signature below) of the International Programs to process withdrawal.

International Advisor Signature: _____ Print Name: _____

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OFFICE USE ONLY:

STEP 4: STUDENT CERTIFICATION & SIGNATURE 

Your signature on this document confirms your acknowledgment of the following:

- I wish to be withdrawn from all courses at UT San Antonio as of the date this form is submitted to One Stop Enrollment Center.
- I will be subject to all UT San Antonio regulations and policies pertinent to withdrawal and tuition and fee refunds.
- I may have repercussions for financial aid as it pertains to Return of Title IV funds and Satisfactory Academic Progress as a result of this withdrawal.
- I understand that if I have borrowed student loans I will enter either my grace period or repayment due to not being enrolled.
- I understand that subsequent registration or readmission must be in accordance with UT San Antonio's regulations in effect at the time I wish to attend UT San Antonio again.
- Former UT San Antonio students who have not been in attendance for more than three consecutive semesters (Summer term included) must reapply for admission by the application deadline. International students who have not been in attendance for one semester, excluding the summer semester, must reapply for admission.

Student Signature: _____

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. This form is available at utsa.edu/registrar/forms.html

OFFICE USE ONLY: 

Classes to be withdrawn:

<i>CRN</i>	<i>SUBJ</i>	<i>Course</i>	<i>Section</i>