

# Withdrawal Form

**How to Submit Form:** The completed form must be submitted via the [Document Uploader](#).

- **Fields to select on the Document Uploader:** Department: *Registrar*; Term: *Select Applicable Term*; Category: *Registration Forms*; Document: *Withdrawal form*

**Directions:** This form is only required for undergraduate financial aid recipients, international students, student-athletes, and all UTSA 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 UTSA 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 UTSA 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 summer, indicate the term you will withdrawing from (check all that apply):*

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

## 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: \_\_\_\_\_

## UTSA OFFICE USE ONLY:

