SINGLE COURSE WITHDRAWAL FORM
UNC Asheville • OneStop Student Services • Ramsey Library 011 • CPO #1570 • 828-350-4500
(To withdraw from a single class during the withdrawal period)

THIS FORM IS NOT FOR STUDENTS WITHDRAWING FROM ALL CLASSES.
IF YOU ARE WITHDRAWING FROM ALL CLASSES, YOU MUST COMPLETE THE EXIT FORM.

Name (Print)______________________________________________________________ UNC Asheville ID# 930________________

Last    First     Middle
UNC Asheville Email ___________________________________ @unca.edu Phone ___________________________
Course Dept./Number_____________________ Section___________ CRN___________ Semester______________ Year__________
(e.g., Lang 120)

How many course withdrawals (W grades) have you had at UNC Asheville since Fall 2012? _______

Are you an international student currently studying at UNC Asheville on a J1 or F1 visa? ☐Yes ☐No
Are you a UNC Asheville student athlete? ☐Yes ☐No  ________________________
(Students in these categories are required to maintain full-time enrollment of 12 or more semester hours.)

Are you currently living in a UNC Asheville residence hall? ☐No ☐Yes (If this withdrawal decreases your enrolled hours below 12, the Dean of Students’ signature is required)
Dean of Students __________________________ Date, _______

Are you currently on Financial Aid? ☐No ☐Yes (If yes, Financial Aid signature is required)
Fin. Aid Rep._________________________________________ Date__________

My signature below signifies that I understand:
• I understand I am limited to three (3) course withdrawals during my enrollment at UNC Asheville (Fall 2012 onward). ☐(initial)
• I am responsible for returning this form, in person, to OneStop Student Services prior to 5 p.m. on the withdrawal deadline day for the term in which this class is offered. ☐(initial)
• A final grade of W will be assigned for the course listed above, and this grade will be permanently recorded on my academic transcript. ☐(initial)
• I agree to check my OnePort account to verify that this change has been processed, and to contact OneStop to inquire if I don’t see the withdrawal reflected in my records within 5 business days. ☐(initial)
• Hours with a grade of W count as Attempted Hours for the purpose of academic standing and tuition surcharge calculations. ☐(initial)
• Acknowledge that pro-rated tuition and fees are refunded only if I officially withdraw from ALL courses (exit the university) during the refund period. ☐(initial)

Student Signature __________________________________________________________________________ Date_______________

Office Use Only:
Received in OneStop by_______________________ Date_______________ Processed by_______________________ Date_______________

Verification: Is student currently studying at UNC Asheville on a J1 or F1 visa? ☐Yes ☐No
Is student currently a UNC Asheville student athlete? ☐Yes ☐No

Verification: Number of Prior Withdrawals to Date ____________