



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.) If yes, signature from Athletics required.

<p>Are you currently living in a UNC Asheville residence hall? <input type="checkbox"/> No <input type="checkbox"/> Yes (If this withdrawal decreases your enrolled hours below 12, the Dean of Students' signature is required) Dean of Students _____ Date _____</p>	<p>Are you currently on Financial Aid? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, Financial Aid signature is required) Fin. Aid Rep. _____ Date _____</p>
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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 _____