

WITHDRAWALS

Withdrawal from a Course

A student may withdraw from a course with a grade of **W** by the withdrawal period deadline indicated on the **University Academic Calendar** (<https://www.una.edu/registrar/Academic%20Calendars>).

Any student wishing to withdraw from a class during the withdrawal (W) period may login to his/her secure UNA Portal and follow the same steps as when he/she initially registered, selecting '**web withdraw**' beside the desired course(s) and submit. This policy is valid for all courses offered by the University of North Alabama. The class will be withdrawn as requested and a notification sent to the student and instructor. The Registrar's Office will notify the Office of International Affairs for any international student wishing to withdraw from a class.

Withdrawing from a class after the withdrawal period deadline will require the permission of the Instructor and Department Chair or the Dean's Office.

Withdrawal from the University

A student may withdraw from the University with grade(s) of **W** by the withdrawal period deadline indicated on the **University Academic Calendar**. The grade of **W** will be recorded for each registered course.

Any student wishing to withdraw from the University will follow the same instructions as withdrawing from a course except for the last course. To withdraw from the last course, a student must send a detailed email request from their UNA email account to registrar@una.edu requesting to withdraw from the remaining course.

Withdrawal from the University after the withdrawal period deadline will require the permission of the Instructor and Department Chair or the Dean's Office.

Medical Withdrawal

Request for a medical withdrawal (serious physical and/or psychological illness of the student) is voluntary and limited to students who have not taken a final exam or otherwise completed coursework for a final grade. If the Medical Withdrawal is approved, grade(s) of **W** will be recorded for each registered course.

A medical withdrawal is appropriate when, by recommendation of a licensed health care provider (physician, nurse practitioner or licensed mental health professional), a student cannot continue enrollment in his/her courses because of a serious physical and/or psychological condition. Because serious health conditions usually impact all courses, requests for a medical withdrawal result in a withdrawal from all classes and the university. Students are encouraged to contact their advisors, their academic deans and financial services before withdrawing from the university. Withdrawal can impact financial aid, veteran's benefits, international student standing, and eligibility for athletes and on-campus housing.

A student requesting withdrawal based on medical circumstances should complete the Student Request for Medical Withdrawal Form and submit it, along with accompanying documentation by fax or time permitting by mail to the University Case Manager. The Licensed Provider Recommendation for Medical Withdrawal form should be faxed (256-765-4235) or with time permitting mailed (University Case Manager, 1 Harrison Plaza UNA Box 5023, Florence, AL 35632), by the provider. The student will be expected to sign a release to the provider so

documentation can be verified by the University Case Manager, failure to do so will result in denial of request.

Documentation will be reviewed by a committee of three persons, from the Office of Disability Support Services, University Health Service and the University Case Manager. The Committee will be appointed by the Assistant Vice President for Student Affairs. The committee may approve, deny or request further documentation upon review. If further documentation is requested by the committee, the student, will have 3 business days from the date of notification via University email, to provide requested documentation.

If the medical withdrawal is approved, documentation will be submitted to the Office of the Registrar regarding the student's medical withdrawal, and the student will receive grades of **W** on transcripts. If the medical withdrawal is denied, the student will meet with the University Case Manager to discuss further options. The student will be notified of the committee's decision by official university email within 5 business days of submission of a completed application. A hold will be placed on the student's record until they have been approved for re-enrollment. See Enrollment following Medical Withdrawal (p. 1).

Falsely attesting to the eligibility on the Student Request for Medical Withdrawal form is a violation of the Student Code of Conduct and may result in the revocation of a Medical Withdrawal and/or referral to the Office of Student Conduct.

If the student's medical condition so incapacitates the student that he/she cannot act on their own behalf, the student's parent, legal guardian or representative should contact the University Case Manager 256-765-4223 for assistance.

Enrollment Following a Medical Withdrawal

Students with plans to enroll in subsequent semesters or summer terms following a medical withdrawal will be required to submit medical documentation from a licensed health care provider, Licensed Provider Recommendation for Return to Campus (Medical Clearance), which indicates readiness to return to an academic environment. The student will be expected to sign a release for the treating physician/facility to the University Case Manager for verification purposes, failure to do so will result in denial of request. Additionally, academic units reserve the right to request further documentation and/or other requirements specific to the student. All documentation will be submitted to the University Case Manager, reviewed by the committee and kept confidential. This information should be submitted 10 business days prior to the start of the semester in which the student wishes to enroll. A hold will be placed on the student's registration until this documentation is submitted. If the student has already registered for the following semester, the schedule will be dropped if documentation is not submitted by a specified date and/or the student has not contacted the University Case Manager.

The student may be required to fulfill additional requirements set forth by the committee and/or the University CARE Team to promote the student's success and continued community safety. Falsely attesting to the eligibility on the Student Request for Medical Withdrawal form is a violation of the Student Code of Conduct and may result in the revocation of a Medical Withdrawal and/or referral to the Office of Student Conduct.

Retroactive Withdrawal

In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition the University for Retroactive Withdrawal or Retroactive Medical Withdrawal from the University. The request must be submitted to the Registrar within 60 days

of the end of the semester of request (in extraordinary circumstance an extension may be granted by the Provost or President of the University). The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the college dean(s) have an objection to the retroactive withdrawal or retroactive medical withdrawal, they must contact the Registrar's Office up to 30 business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision. If approved, all grades awarded during the withdrawal semester must be changed to a grade of **W**. If the instructor(s) are no longer employed with the University, the department chair where each course is housed submits the recommendation.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions below)

Notes and Exceptions

1. In determining the scholastic standing of a student who has officially withdrawn from the University or from one or more courses, grades of **W** are not charged as work attempted and are not awarded quality point credit. Incomplete work must be made up in the following semester (fall, spring). A grade of **I** (Incomplete) which has not been removed within the period prescribed automatically becomes an **F**.
2. Students should be aware that withdrawing from one or more courses may have substantial adverse effects on, including but not limited to, financial aid, scholarship award, health insurance, and athletic eligibility.
3. The policy does not apply to clinical courses taken in the Anderson College of Nursing. Students who are failing clinical in the Anderson College of Nursing and Health Professions at the time they withdraw from the class will receive an **F** for that class.
4. The policy does not apply to students who have committed academic dishonesty in the course in question. A student will not be allowed to withdraw from a course in which he or she has committed academic dishonesty. If a student is accused of academic dishonesty, he or she will not be allowed to withdraw from the course while the case is pending.
5. A student may not withdraw from a class if he or she has exceeded the allowed number of absences for a particular course without consent from the instructor. After the withdrawal deadline per the Academic Calendar, a faculty member's attendance policy as stated in the course syllabus may supersede the student's withdrawal request.
6. Students who are called to active military service during an academic term may choose one of the following options:
 - a. The student may request a retroactive drop of their courses to the beginning of the semester with a full refund of tuition and fees.
 - b. If at least 75% of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed, with the final grade assignment to be determined by the faculty member.
 - c. A student may be assigned grade(s) of **I** (Incomplete) and will be subject to the University's Incomplete grade policy.

Retroactive Medical Withdrawal

In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition for a Retroactive Medical Withdrawal from the University. The student should complete the

Student Request for Retroactive Medical Withdrawal form and submit it, along with accompanying documentation by fax (256-765-4235) or, time permitting, by mail (University Case Manager, 1 Harrison Plaza, UNA Box 5023, Florence AL 35632) to the University Case Manager. The student will be expected to sign a release to the provider so documentation can be verified by the University Case Manager; failure to do so will result in denial of request.

Documentation will be reviewed by a committee of three persons from the Office of Disability Support Services, University Health Services and University Case Manager. The committee will be appointed by the Assistant Vice President for Student Affairs. The committee may support, deny or request further documentation upon review. If further documentation is requested by the committee, the student will have three (3) business days from the date of the notification via university email to provide requested documentation. The student will be notified by university email of the committee's decision.

If the documentation supports a Retroactive Medical Withdrawal, the office of the Registrar will be notified by the University Case Manager. The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the dean(s) have an objection to the retroactive medical withdrawal, they must contact the Registrar's Office up to thirty (30) business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision. If approved, all grades awarded during the withdrawal semester must be changed to a grade of **W**. If the instructor(s) are no longer employed by the University, the department chair where each course is housed submits the recommendation.

Since the deadline for the Registrar's Office to receive a supported Retroactive Withdrawal is **sixty (60) days of the last day of classes for the semester in which the withdrawal is requested (in extraordinary circumstance an extension may be granted by the Provost or President of the University)**. The student must submit the request and documentation to the University Case Manager within **45 days of the end of the semester of request**, thus allowing 15 days for committee review and submit to the Registrar's office.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions as outlined in the Retroactive Withdrawal Policy.)