Withdrawal from the University

Undergraduate students, other than athletes, international students, and students on financial aid who find it necessary to withdraw from the University may do so via ASAP (https://asap.utsa.edu) during long Fall and Spring semesters. During Summer terms, all students must submit a withdrawal form to the One Stop Enrollment Center. The withdrawal form is available on the Office of the Registrar website (http://utsa.edu/registrar/forms.html#registration). Athletes who wish to withdraw from the University must contact the Office of Academic Services in the Department of Intercollegiate Athletics; international students who wish to withdraw from the University must contact the Office of International Programs. Students on financial aid must withdraw through the One Stop Enrollment Center.

Undergraduate students who officially withdraw from the University after Census Date receive grades of “W” in all classes. Undergraduates may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall semesters.

Refer to the sections “Undergraduate Credit Limitation” (http://catalog.utsa.edu/informationbulletin/generalacademicregulations/undergraduate/registration/#limit) and “Three-Attempt Rule” (http://catalog.utsa.edu/informationbulletin/generalacademicregulations/undergraduate/registration/#three) in this chapter for information about the financial consequences of receiving “W” grades.

Students who withdraw from all classes are subject to the University’s academic probation and dismissal regulations. Students withdrawing should refer to the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration.

Withdrawal for Military Service

A student who withdraws as a result of being called to active military service may choose

1. to receive a refund of tuition and fees for the semester;
2. if eligible, to be assigned an incomplete (IN) in each course (refer to Undergraduate Students section “Explanation of Credit, Grading System, and Symbols” (http://catalog.utsa.edu/informationbulletin/generalacademicregulations/undergraduate/grades/#expl)); or
3. at the instructor’s discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material.

As a benefit to those students who withdrew from the University to perform military service (not including Texas National Guard Training exercises) and have not attended another institution long enough to receive grades, UTSA will not require them to requalify for admission. In order to take advantage of this benefit, the students must request readmission from the Office of the Registrar within one year of being released from active military service, and submit in writing a statement indicating he/she did not attend another university during this time period. Returning students who have attended another institution long enough to receive grades, must reapply to the University. A returning student may be eligible for the same financial assistance provided before the student’s withdrawal.

Medical Withdrawal from the University

Students are advised to contact Student Health Services (http://utsa.edu/health) for more information at 210-458-4142.

Mental Health Withdrawal from the University

Students are advised to contact Counseling Services (http://utsa.edu/counsel) for more information at 210-458-4140.