Withdrawals

Generally speaking, a withdrawal is a request from the student to cease their enrollment in a course. There are several different types of withdrawals that a student may request; the type of withdrawal required will depend on the point in the semester and/or the number of courses from which the student wishes to withdraw. A withdrawal is distinguished from merely 'dropping' a course by the time during the semester when the request is made, and whether the student remains enrolled in other courses for the semester.

When a student withdraws from a class after the term drop period, a W will appear on the transcript in the place of a grade. A W for a course does not earn a student credit hours, quality points, or quality hours. The number of credit hours that the student attempted will still include the credit hours for the course from which the student withdrew. While a withdrawal will not impact a student’s GPA, the successful completion of credit hours is important for things like financial aid (see financial aid probation rules and/or consult the financial aid ombudsman), scholarships, etc. The procedures and processes for each of the different types of withdrawals are listed below.

Withdrawal from a Course During Withdrawal Period

The academic calendar outlines the period of time in which a student can choose to withdraw from a course. Specific course dates can be found in the Course Catalog in myUK. Search for the course and then hover the cursor over the course title. A window will open with the course deadlines and the refund schedule.

If, after withdrawing from the course(s) that s/he desires, the student would remain enrolled in at least one credit hour, the student can withdraw from the courses via the myUK system.

Withdrawal from All Courses During the Withdrawal Period

If a student desires to withdraw from all of his/her courses during a given semester after the semester has begun, then s/he will be able to follow the steps above for all but the last class from which s/he intends to withdraw. In order for a student to completely withdraw from an entire semester after the semester has started, s/he will need to communicate with the Registrar’s Office. Below are the methods that a student can use to withdraw from a term entirely:

- withdrawing in person at the Registrar's Office in 10 Funkhouser Building
- requesting withdrawal from course work via fax
- mailing the withdrawal request to the Registrar's Office
In person: A student is required to come to 10 Funkhouser Building between 8 a.m. and 4:30 p.m., Monday through Friday, and complete an Authorization to Withdraw card. Additional signatures may be required depending upon the student's enrollment status. The date noted on the Authorization to Withdraw card will serve as the student's official withdrawal date.

Fax request: There are circumstances in which a student cannot physically appear to withdraw. For these cases, the Registrar’s Office will accept a faxed request for withdrawal. The date of the fax will serve as the official date of the withdrawal. The fax number is (859) 257-7160.

The information needed for the fax request is:
- full name
- student number
- list of courses
- term
- date
- signature
- phone number

Mail request: The student may mail a written request for withdrawal to the Registrar’s Office. The address is:

Student Records
10 Funkhouser Building
University of Kentucky
Lexington, KY 40506-0054

The postmark will serve as the official date of the withdrawal. Information for withdrawal via mail is identical to that of the fax request. (source: www.uky.edu/registrar/how-to)

Withdrawing after the Withdrawal Period (Post-Midterm Withdrawal)

Once the deadline has passed for a student to be able to withdraw from a course, a student may request a withdrawal for non-academic reasons only. This is also known as Withdrawals
a post-midterm withdrawal. The deadlines for this type of withdrawal are from the day after the deadline to withdraw from classes to the last day of classes for the semester.

In order to request this type of a withdrawal, the student will need to work with the appropriate designee in his/her college’s student services office (usually an Associate Dean, Assistant Dean, Student Services Director, or a person designated to hear these requests). This designated individual will determine if the student is able to withdraw from the course(s) past the deadline.

This type of withdrawal should be limited to those reasons that are non-academic in nature (i.e., illness, family crisis, etc.). If the designated official deems the request as reasonable and grants the student permission to withdraw from the course(s) after the deadline, the official will e-mail the Associate Registrar for Student Records to indicate that s/he has given the student permission to withdraw from the course(s) after the deadline. Any courses with already-posted grades can only be withdrawn from with the consent of the instructor.

If the student will be withdrawing from the entire semester, s/he will need to follow the withdrawal process outlined above. In addition to the designated official contacting the Registrar’s Office about permission being granted for the student to withdraw after the deadline, the student will also need to complete an Authorization to Withdraw Card with the Registrar’s Office.

**Withdrawal after the End of a Semester (Retroactive Withdrawal)**

There are a certain set of requirements that a student must meet in order to withdraw from classes after the last day of classes has passed. The student must meet the conditions for what is called a retroactive withdrawal in order to be able to do this. The link to the Academic Requirements section of the Bulletin provides a description of the conditions for a retroactive withdrawal:


A student requesting this type of withdrawal will need to demonstrate evidence of: a serious injury or illness, a serious personal or family problem, serious financial difficulties, or a newly diagnosed permanent disability. A student requesting this type of a withdrawal will need to complete a retroactive withdrawal appeal packet with the student services office for the college in which he/she was enrolled for the semester for which they are requesting the withdrawal.

The packet that the student needs to complete, as well as deadlines for submitting appeals, can be found at this link:
The packet consists of an application page, a detailed personal statement from the student, instructor feedback forms for each of the classes from which the student is requesting a withdrawal, a signature page from the college, an unofficial transcript, and supporting documentation from the student. Supporting documentation might include medical records, recommendations from medical professionals, obituaries, financial records, legal records, letters of reference from the Disability Resource Center, or police reports. In accordance with federal law, the student's privacy will be respected and observed at all stages of the review process.

Once the student has completed the packet, the college committee, Dean, or designated party (see contact list for each college’s designee) will review the packet and determine whether they support or do not support the packet and detail their reasoning in a letter that is included in the packet. This should be completed within thirty days of receiving the completed packet. This letter should also detail the reasoning behind why any instructor feedback forms were waived for the student (e.g., professor is no longer at the university, the professor refused to fill out the form, the student made multiple documented attempts and received no response, etc.).

The packet should be delivered to the University Retroactive Withdrawal Committee regardless of whether the packet is endorsed by the college committee, Dean, or designated party. The packet should be sent to:

University Senate Council
Attn: SRWAC
203E Main Building
Campus, -0032

The Retroactive Withdrawal Committee will review the packet and determine whether or not to grant the withdrawal. Their decision will be sent to the dean or designated party for retroactive withdrawals for each college and this person will notify the student of the decision.

It should be noted that while students have the right to request partial withdrawals from semesters that this type of request is not frequently granted. Typically retroactive withdrawals are granted for entire semesters.
A student has two calendar years from the last day of the semester from which they are requesting a retroactive withdrawal to file this type of withdrawal. This process must be completed before a student graduates.

**Withdrawal to Enter the Military**

The University of Kentucky Bulletin says:

Students who withdraw (and within ten (10) days enter the Armed Services either mandatorily or voluntarily) after completing the twelfth week of the semester, the third week of the four week summer term, or the sixth week of the 8 week summer session, or later, shall be entitled to receive full credit and residence for the course. The grade report shall be that attained in the course up to the time of withdrawal. If, with the credit and residence time granted, the student has fulfilled all requirements for a degree, the student shall be recommended for that degree by the University Senate. If a comprehensive course examination is required for graduation, this requirement shall be waived.

**Other Helpful Info**

Students will often request a "medical withdrawal" from classes. Technically there is not a separate procedure for this type of a withdrawal. The student would follow the same procedures listed above based on when the request was being made.

After withdrawing, students may wish to submit a tuition appeal, if the withdrawal is based upon non-academic reasons.

The form for the tuition appeal is located here: [http://www.uky.edu/registrar/registrar-appeal](http://www.uky.edu/registrar/registrar-appeal)

General information about withdrawals can be found here: [http://www.uky.edu/registrar/bulletinCurrent/acreq.pdf](http://www.uky.edu/registrar/bulletinCurrent/acreq.pdf)
 Withdrawals

Is the student requesting a withdrawal during the withdrawal period?

Yes

Will the student remain in one credit hour of classes after the withdrawal?

Yes

The student can withdraw through the myUK system

No

The student will need to submit a signed request to the Registrar’s Office of their intent to withdraw from the entire semester.

No

Is the student requesting a withdrawal before the last day of the semester?

Yes

Will the student remain in one credit hour of classes after the withdrawal?

Yes

The student will need to apply for a post midterm withdrawal.

No

If the student is within two years of the semester from which they are requesting the withdrawal, they will need to complete a retroactive withdrawal.

No

The student will need to apply for a post midterm withdrawal.

On approval, the college will notify the Registrar’s Office of the student’s intent to withdraw from the entire semester.