

Withdrawal from the University. Students who wish to withdraw from the University with up to 75% completion must first notify the Office of the Registrar and follow official procedures. The grade of **W** will be recorded for each registered course.

Withdrawal from the University after 75% completion date requires consultation with the Office of the Registrar and possible referral to University Case Manager. In cases where withdrawal from the University is unavoidable, such as a medical emergency (see UNA Medical Withdrawal Policy), the grade of **W** will be uniformly recorded. In cases where withdrawal from the University is optional, the student will receive the grades earned in each course.

Medical Withdrawal. Request for a medical withdrawal (serious

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

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**. 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, a grade of W is not charged as work attempted and are not awarded quality point credit. Incomplete work must be made up in the following semester (fall, spring). An Incomplete which has not been removed within the period prescribed automatically becomes an F.
2. 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 at the time they withdraw from the

class will receive an F for that class.

3. 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.
4. 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. A faculty member's attendance policy supersedes the Withdrawal from a Course policy.
5. Students who are called to active military service during an academic term may choose one of the following options:
 - The student may request retroactive withdrawal to the beginning of the semester with a full refund of tuition and fees.
 - If

policies regarding the disposition of the Incomplete.

Policy Approved by Shared Governance Executive Committee on March 20, 2019 Policy Implemented on August 1, 2019