



**COMPLETE WITHDRAWAL FROM  
SEMESTER or MINI TERM**

Registration and Records Office  
Mike Loya Academic Services  
Building, Room 107

UTEP ID

Name \_\_\_\_\_  
Last First M.I.

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**Term:**  Fall  Spring  Summer **Year** \_\_\_\_\_ **Level**  UG  GR  DR

CRN	SUBJECT	COURSE NO.	Mandatory: Reason for withdrawal (please ✓ one)	
(EX.) 12345	HIST	1302	<input type="checkbox"/> 01 – Insufficient F/A Funding	<input type="checkbox"/> 08 – Family Concerns
			<input type="checkbox"/> 02 – Financial Aid Denied	<input type="checkbox"/> 09 – Medical
			<input type="checkbox"/> 03 – Scholarship Denied	<input type="checkbox"/> 10 – Military
			<input type="checkbox"/> 04 – Can't Pay Tuition Invoice	<input type="checkbox"/> 11 – Death of Family Member
			<input type="checkbox"/> 05 – Work Conflict	<input type="checkbox"/> 12 – Death of Student
			<input type="checkbox"/> 06 – Relocation	<input type="checkbox"/> 13 – Visa Denied
			<input type="checkbox"/> 07 – Attend Other University	<input type="checkbox"/> 15 – Registered by Department
			<input type="checkbox"/> 00 – Other (please explain)	

**To the student:**

- Your request for a complete withdrawal will not be processed without completion & submission of this form.
- Please check the current Schedule of Classes to determine refund dates and amounts. Remember that each part-of-term has its own schedule. **You may still be responsible for all or part of your tuition and fees.**
- You will be charged a **\$15.00 complete withdrawal fee** if this form is processed on or after the first day of Late Registration.
- If this form is processed on or before the term's Census Day, the course(s) will not be on your transcript.
- If this form is processed after the term's Census Day and on or before the term's Course Drop deadline, you will be withdrawn with a grade of W.
- If this form is processed after the term's Course Drop deadline, your final grade of W or F will be determined by each instructor. You are encouraged to talk with your instructor(s) to petition a grade of W prior to submitting this form. We will notify the instructor(s) and request official grade(s) for the course(s).
- If you are an International Student, you will need to take this form to the Office of International Programs for approval before we can process this request.
- If you are an athlete, you will need to take this form to the MAAC for approval before we can process this request.
- If you are a financial aid/scholarship recipient you must talk with the appropriate office to discuss how this will affect your academic progress and aid you are receiving.
- If you received a Federal Stafford Loan you must complete a Loan Exit session at [mappingyourfuture.org](http://mappingyourfuture.org)  
Or  
If you received a Federal Perkins Loan you must contact the Student Business Office (915-747-5116) to setup an Exit session.

Signature \_\_\_\_\_ Date \_\_\_\_\_

R&R (REV. 2/18) UTEPUC (all) UTEPGC (all)	INITIATED DATE	Financial Aid	Office of International Programs	Miner Athlete Academic Center	Registration & Records
		Date	Date	Date	Date

**Collection of Personal Information Notice (House Bill 1922)**

With few exceptions, you are entitled on request to be informed about the information the University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have the University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that the University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.