



ACADEMIC WITHDRAWAL POLICY

Campus Policies & Procedures 501.1.2

Chancellor's Office

UAEACCP 501.1.2 ACADEMIC WITHDRAWAL POLICY

The University of Arkansas – East Arkansas Community College establishes the Academic Withdrawal Policy to define the process, timeline, and consequences associated with withdrawing from a course or the College.

I. Purpose

1. The University of Arkansas – East Arkansas Community College establishes the Academic Withdrawal Policy to define the process, timeline, and consequences associated with withdrawing from a course or the College.
2. This policy ensures clarity, consistency, and alignment with institutional academic standards and financial aid regulations.

II. Scope

1. This policy applies to:
 - a. All students enrolled in credit-bearing courses.
 - b. All instructional modalities (face-to-face, online, and hybrid).
 - c. All academic terms.

III. Types of Withdrawal

No-Show (Pre-Enrollment Removal)

1. Students who fail to establish initial participation by the Census Date:
 - a. Will be classified as No-Shows.
 - b. Will be administratively dropped from the course.
2. No-Show is not considered an academic withdrawal.

Student-Initiated Withdrawal

3. A student-initiated withdrawal occurs when a student formally withdraws from:
 - a. A single course, OR.
 - b. All courses (complete withdrawal from the College).
4. Students are responsible for completing the official withdrawal process.

Administrative Withdrawal

5. The College may administratively withdraw a student due to:
 - a. Non-payment (per UAEACCP 500.1.3).
 - b. Failure to verify identity or resolve fraud review (UAEACCP 500.1.5).
 - c. Failure to meet enrollment verification or engagement requirements.
 - d. Other institutional compliance issues.

IV. Guaranteed Withdrawal (W) Deadline

1. The College maintains a Guaranteed Withdrawal (W) period through the official Last Day to Withdraw, as published in the Academic Calendar.
2. Students who officially withdraw during the Guaranteed Withdrawal period will receive a grade of **W**.



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3. After the Guaranteed Withdrawal deadline has passed, students may no longer withdraw with a guaranteed grade of W.
4. During the **Non-Guaranteed Withdrawal Period**, a faculty member may assign either a **W** or **WF (Withdraw Failing)** based on the student's academic standing and participation at the time of withdrawal.
 - a. A grade of WF is earned only when the faculty member has documented evidence that the student was failing the course and has made substantial, documented efforts to contact and support the student before assigning the grade.
 - b. Documentation may include attendance records, early alerts, academic performance records, emails, phone calls, learning management system communications, referrals to support services, advising referrals, or other documented outreach efforts. In the absence of sufficient documentation demonstrating both failing performance and substantial outreach, the grade assigned shall be **W**

V. Withdrawal After the Deadline

1. After the Last Day to Withdraw:
 - a. Students remain enrolled in the course.
 - b. Final grades will be assigned based on academic performance.
2. This may include:
 - a. A failing grade ("F").
 - b. Other earned grades based on course completion.

VI. Failure to Withdraw

1. Students who:
 - a. Stop attending, OR.
 - b. Fail to participate in coursework.
2. Without completing the official withdrawal process will:
 - a. Remain enrolled in the course.
 - b. Receive a final grade based on performance (including "F").
 - c. Be responsible for all tuition and associated charges.
3. This aligns with catalog expectations that students who cease attendance are still subject to course outcomes and academic consequences.

VII. Relationship to Attendance and Engagement

1. Withdrawal does not occur automatically based on attendance.
 - a. Students must formally withdraw to avoid academic penalty.
2. Excessive absences may result in:
 - a. Course failure.
 - b. Early Alert referral.
 - c. Impact to academic standing and SAP.

VIII. Financial Aid and Academic Impact

1. Withdrawal may impact:
 - a. Satisfactory Academic Progress (SAP).
 - b. Financial aid eligibility.



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- c. Completion rate and GPA.
- 2. Grades of "W":
 - a. Count as attempted credits.
 - b. Do not count as successfully completed credits for SAP purposes.

IX. Administrative Holds and Withdrawal

- 1. Students with Administrative Holds may:
 - a. Experience delays or restrictions in processing withdrawals.
 - b. Be required to resolve hold conditions prior to future enrollment.
- 2. Unresolved issues such as:
 - a. Financial obligations.
 - b. Identity verification.
 - c. Enrollment compliance.
- 3. may impact continued enrollment or future registration.

X. Exceptional Circumstances (Appeals)

- 1. Exceptions to withdrawal deadlines may be considered only under:
 - a. Extenuating circumstances beyond the student's control.
- 2. Requests must:
 - a. Be submitted through the appropriate institutional process.
 - b. Include documentation supporting the request.
- 3. Approval authority:
 - a. Vice Chancellor of Academics or their designee.

XI. Student Responsibility

- 1. Students are responsible for:
 - a. Understanding withdrawal deadlines.
 - b. Monitoring academic and enrollment status.
 - c. Initiating withdrawal within designated timelines.
 - d. Consulting with advisors or instructors prior to withdrawal.
 - e. Understanding the academic and financial implications of withdrawal.

XII. Authority

- 1. This policy is established in alignment with:

Other applicable documents:

Applicable policies, procedures, laws, regulations, and institutional documents referenced above.

Revision History:

Effective Date: 08/21/2026

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics