### Dropping a Single Class
Timeline for 16 Week Term
Beginning Fall 2014

<table>
<thead>
<tr>
<th>Week</th>
<th>New Process</th>
<th>Old Process</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-16</td>
<td>Use UAccess Student Center</td>
<td>Use UAccess Student Center</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Use the Online Complete Withdrawal Form</td>
<td>Use the Online Complete Withdrawal Form</td>
<td>$25</td>
</tr>
</tbody>
</table>

#### New Process
- **Use UAccess Student Center**: 
  - W grade is assigned (E grade no longer an option)
  - No instructor permission required
  - 18 unit cap applies
  - Advisor and Instructor notified weekly of students who have withdrawn from a class

#### Old Process
- **Use UAccess Student Center**: 
  - No grade

#### Fee
- None

### Late Change Petition to College
- Instructor and college permission required
- Student receives W grade, if approved or earned grade if unapproved

### Complete Withdraw
Timeline for 16 Week Term
Beginning Fall 2014

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<td>Use UAccess Student Center</td>
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<td>None</td>
</tr>
</tbody>
</table>

#### New Process
- **Use UAccess Student Center**: 
  - WC grade is assigned (WP/WF grade no longer an option)
  - WC grades do not count towards the 18 unit W cap
  - Advisor and Instructor notified weekly of students who have withdrawn from a class

#### Old Process
- **Use UAccess Student Center**: 
  - No grades

#### Fee
- None

### Use the Online Complete Withdrawal Form
- WP grades assigned -- Instructor may change to WF during final grading

### Use UAccess Student Center
- No grades

### Late Change Petition to College
- Instructor and college permission required
- Student receives W grade, if approved or earned grade if unapproved

### Single class withdrawal not allowed. Student may pursue retroactive withdrawal if warranted. Grade earned is awarded.