

## A Quick Guide to Drop/Withdrawal

9/06/23

There are several existing resources available at departmental websites for the [Office of Records & Registration](#), [Bursar's Office](#), and [Office of Financial Aid & Scholarships](#) to assist faculty in knowing important timelines and processes to best support students through the drop and withdrawal process:

1. Academic Calendar: <https://ualr.edu/records/calendar/>. The official UALR calendar is created by the Faculty Senate's Schedules and Calendars committee according to established federal, state, and university scheduling rubrics. Faculty Senate policies, in conjunction with the Finance policy established by the Board of Trustees, govern the drop and withdrawal policies.
2. Academic policy governing drops and withdrawals ([LR 404.4](#)): Important for faculty to be aware of deadlines and point students towards the correct process for dropping a course a) from the 1st day of class through the deadline for late registration/enrollment adjustment, students may drop via BOSS. b) after the late registration/enrollment adjustment period ends, students must file the [Drop/Withdrawal Form](#), accessed through the [Records & Registration website](#).
3. Because there are timelines set by Board of Trustees policy ([LR 303.3](#)) according to the length of a specific part-of-term, best university practice is that faculty would check class rosters in accordance with the following [schedule](#): Dates for reporting Academic Non-Attendance: August 28, 2023 - December 4, 2023 (These dates are ONLY for the Full Term of the regular semester. Faculty will need to reference the Academic Calendar to determine the last day of class for smaller parts-of-terms):

**From the 6th day of classes through the last day of classes, instructors are able to administratively drop a student for non-attendance.**

Use the [Non-Attendance Drop form](#) to administratively drop a student for non-attendance by December 4, 2023. For each course dropped, the student will receive a grade of which will not impact GPA but may impact future financial aid eligibility by negatively impacting the student's satisfactory academic progress (SAP) score.

**Dropping a student after December 4, 2023 In rare exceptions, an instructor can enter a final grade of FX for the student after December 4, 2023.**

The FX is an internal notation that tells the Office of Financial Aid to audit the student for academic nonattendance only an F appears on the student's transcript. Both an F and an FX have the same financial aid implications because, like a W, they both negatively impact the student's score of satisfactory academic progress (SAP). Instructors should make reasonable efforts (e.g., an email and a phone call) to contact the student before administratively dropping a student for non-attendance.

The reasons listed as the cause of the student's non-attendance include:

- 1 - Student Stopped Attending
- 2 - Medical
- 3 - Military
- 4 - Bereavement
- 5 - Never Attended

Special Cases: Military Duty for a Student or Student's Spouse with Dependent Children ([LR 501.9](#)), and Retroactive (to Semester) Withdrawal (By RARE exception). Must be filed by students only via Records and Registration within 90 days of semester grade posting. Only available for those students who were physically prevented from requesting withdrawal due to reasons 2-4 above.

### Financial Aid Quick Tips

Below are a few items to consider when students are considering dropping a course and how they may affect the student's financial aid.

Most students' aid will be unaffected by dropping a single course during the semester. However, there could be ramifications for scholarship renewals and satisfactory academic progress(SAP).

Scholarship Hours Requirement: Renewable scholarships will generally have an enrollment requirement and an hour completion requirement. Students must enroll in a specific number of hours and must complete a certain number of hours to remain eligible for the scholarship. Dropping courses could result in the loss of scholarships.

[Satisfactory Academic Progress](#): SAP has three requirements that students must continually meet to remain eligible for federal aid.

- Students must complete 67% of their attempted courses
- Students must maintain a 2.0 GPA
- Students must complete their degree with 150% of the degree requirements

Students withdrawing from courses could affect two of the three requirements above. Students not meeting SAP are ineligible for federal aid and will also lose state scholarships. All UA Little Rock coursework, including any coursework for which the student was granted Academic Clemency, is included when calculating SAP.

Return of Title IV

## Student Accounts Quick Tips

### Tuition & Fee Adjustment Schedule

Based on policy [LR 303.3](#), tuition and fee adjustments are only allowed during a period of time between 5 and 10 class days after the part of the term begins. Students are notified about these dates in several different places; however, many are still under the impression that if they do not attend class, they will be dropped at 100%.

It is best university practice and it is to the student's advantage to be dropped for non-attendance during the 100% adjustment period.

For Fall 2023, the [Tuition/Fee Adjustment Schedule](#) is as follows:

Term	Start Date	100%
Fall Full - 1	August 21	Aug 21 - Sept 1
Fall 910 WK	August 21	Aug 21 - Aug 29
Fall 710 WK	August 21	Aug 21 - Aug 29
Fall 510 WK	August 21	Aug 21 - Aug 29
Fall 520 WK	September 27	Sept 27 - Oct 3
Fall 920 WK	October 4	Oct 4 - Oct 12
Fall 720 WK	October 16	Oct 16 - Oct 24
Fall 530 WK	November 1	Nov 1 - Nov 7
Bowen Law School Fall 1 16 WK	August 21	Aug 21 - Sept 1
Clinton In Person		Aug 21 - Sept 1
Clinton Online 810 WK		Aug 14 - Aug 22
Clinton Online 820 WK		Oct 09 - Oct 17

## Delete vs Student Accounts Hold Process

**Effective Fall 2023, UA Little Rock will no longer administratively delete students from courses for non-payment. Instead, non-payment by the due date will result in a Student Accounts Hold.**

Students who do not have payment arrangements made by the payment due date will receive a Student Accounts hold. Please notice that there are no longer any balance amount thresholds, the student's account must be at \$0.00 or covered by a payment plan or financial aid in order to avoid the hold.

- The payment due date for Fall 2023 was Tuesday, August 29th by 5 p.m.
- Students who received a Student Accounts hold will be unable to:
  - See grades for the current term
  - Obtain a copy of an unofficial or official transcript
  - Receive a diploma
  - Register for any future term
  - Add classes
  - Drop classes without submitting a [Drop/Withdrawal Form](#) to Records and Registration - this can be accessed through BOSS or the [Records & Registration website](#)
- To avoid receiving a Student Accounts hold, the student must do one of the following by the payment due date:
  - Pay their account in full, or
  - Set up an an installment payment plan, or
  - Have enough financial aid to cover their balance, and
  - Have all previous term balances paid in full