CTAHR Guidelines for Dropping Courses and Withdrawing from the University

Any changes to your enrollment status (decrease in credits) may impact benefits you are receiving, such as financial aid, veteran’s affairs, etc. Please consider this when dropping courses or withdrawing.

Dropping Courses
(Exact information in this section can also be found on the UH Mānoa Record’s website: http://manoa.hawaii.edu/records/register/add_drop.html)

To drop a course during the “drop without a W” timeframe (during the first six days of instruction in each semester), go to your MyUH account to change your schedule. You can make changes to your registration online during this time period. For step-by-step instructions on how to drop a course online, please visit the Records website listed above.

To drop a class after the sixth day of instruction (during the “drop with a W” timeframe), please complete the following drop form: http://manoa.hawaii.edu/records/pdf/Drop_Form.pdf You will need to obtain your instructor’s, major advisor’s and the College’s Academic and Student Affairs Office signature (Gilmore 210) before submitting the form to the Records Office in QLC 010. You must clear all holds on your record before your form can be processed.

You will receive a "W" grade for each course you drop after the sixth day of instruction. The last day to drop a class and receive a "W" grade is the ninth Friday of the semester. If you do not officially drop a course, an "F" or "NC" may be awarded by the instructor.

Dropping courses is not permitted after the ninth week of the semester (when the “drop with a W” timeframe ends), except under unusual or extenuating circumstances beyond the control of the student. If you would like to petition to drop your course after the drop deadline, you must submit a petition with supporting documentation to the Associate Dean for Academic and student Affairs who will form a committee to review your request.

Grades are part of a student’s and the university’s official academic record, and often are tied to other important matters such as loan repayment or benefits, legal and employment issues; therefore, grades should not be altered. Removal of “W” grades will not be permitted/granted, unless extreme unusual and extenuating unforeseen circumstances are experienced. If you would like to petition to have your “W” grade removed, you must submit a petition with supporting documentation to the Associate Dean for Academic and Student Affairs who will form a committee to review your request. Please understand that “W” grades will be removed only under very rare circumstances.

Complete Withdrawal
(Exact information in this section can also be found on the UH Manoa Record’s website: http://manoa.hawaii.edu/records/register/withdrawals.html)

If you choose to completely withdraw before the first day of the semester, you may drop all your classes online through MyUH. If you withdraw before the semester begins, no course registration will appear on your transcript and there will be no financial obligation for tuition and fees.
To completely withdraw on or after the first day of semester:
You must fill out a Complete Withdrawal Form, which is available in the Academic and Student Affairs Office (Gilmore 210) and will need to obtain all of the required approvals and clearances (obtain signatures from various on-campus offices). All of your financial obligations must also be cleared before the form will be processed. Once you have obtained all of the necessary signatures, you should submit your completed form to the Cashier’s Office in QLC 105.

Complete withdrawals are not permitted after the ninth week of the semester except under unusual or extenuating circumstances beyond the control of the student. Similar to the information provided in the “dropping courses” section above, removal of “W” grades will not be permitted/granted, unless extreme unusual and extenuating unforeseen circumstances are experienced by the student.

If your withdrawal is processed by 4:00 p.m. HST on the sixth instructional day of the semester you will only have a withdrawal action noted on your transcript. After this time, you will have a "W" recorded for each course in which you were enrolled.

Financial Aid Recipients: If you receive financial aid please see a financial aid counselor before processing your withdrawal. You may be required to repay a portion of or all the aid you received (including tuition waivers). Visit the following website for more information: http://www.hawaii.edu/fas/policies/withdrawing.php

Refund Policy
Refunds for dropping courses or completely withdrawing will be given based on the University’s refund schedule: http://manoa.hawaii.edu/records/refunds.html

If you feel that you have unusual or extenuating circumstances, which warrant consideration for a refund beyond the University’s refund schedule, please submit a petition with supporting documentation to the Associate Dean for Academic and Student Affairs who will form a committee to review the student’s request. Refunds beyond the University’s refund schedule are rarely granted.

Readmission to the University
If you completely withdraw from the University and decide to return at a later time you must apply for readmission by the appropriate deadline. Visit the Admissions website for information on how to apply for readmission: http://www.uhm.hawaii.edu/admissions/

Continuing classified undergraduate students who have successfully completed the previous semester and are in good academic standing (have at least a 2.0 GPA) may apply for a leave of absence at the time of complete withdrawal. Students can take up to two-semesters of leave of absence. If you are interested in taking a leave of absence when you do your complete withdrawal, please inquire with the Academic and Student Affairs Office.