

One Stop Student Services

Policy: Withdrawal

Withdrawing from classes is distinct from dropping one or even most of your classes. To withdraw from classes means that you are dropping all classes and do not intend to re-enroll in the given term.

Students withdraw from classes for a variety of reasons, such as academic difficulty and financial problems, and there are potential implications associated with a term withdrawal, including tuition/fee obligations, financial aid, housing, use of campus services, etc.

You are encouraged to discuss your decision to withdraw with your academic advisor, although please keep in mind that your date of withdrawal can have an impact on tuition/fee charges owed to the institution and whether a W grade will be assigned to your classes after they are dropped. Your withdrawal date is the date on which you are dropped from the final class on your schedule for the term.

See the [Registrar's Add/Drop Calendar](#) for information on academic and financial deadlines associated with term withdrawals.

Complete the following steps to withdraw:

If it's prior to the drop deadline on PAWS:

1. **Drop each of your classes.** Use [PAWS](#) to drop each class and make the space available to others. If you are able to successfully drop all of your classes on PAWS, no other action is required to withdraw from the term.
2. **Check your PAWS Student Center to verify withdrawal.** From your Student Center, click on the Enroll link in the Academics section and select the applicable term. If your withdrawal

is processed, a red box will appear indicating that your status is withdrawn.

NOTE: The Registrar's Office begins to post term withdrawals for students who have dropped all of their classes after the add deadline for the fall/spring terms (after the 10th day of classes) and weekly throughout the term, thereafter. Term withdrawals for the summer term are posted approximately every two weeks throughout the term.

If you are unable to successfully drop all of your classes on PAWS, or if you would like to have your term withdrawal posted prior to the add deadline for the fall/spring term or the biweekly runs in the summer term, please follow the steps below for submitting a withdrawal form.

If it's after the drop deadline on PAWS:

1. **Complete a [withdrawal form](#).** Please note that after the drop deadline, you are required to receive approval from your school/college academic dean's office to withdraw from classes. For undergraduate students, see your academic advising office. For graduate students, withdrawal forms are approved and processed by the Office of Graduate Education (Mitchell Hall 261, 414-229-6569)..
2. **Submit your signed withdrawal form using one of the options below.** The withdrawal will be processed as of the date it is received by the Registrar's Office (excludes weekends, holidays, and other days the university is closed). For fees assessed for withdrawing, see the [Registrar's Add/Drop Calendar](#).

Drop your signed withdrawal off at:

Registrar's Office Information Center
Mellencamp Hall 274

Send your signed withdrawal via certified mail to:

University of Wisconsin-Milwaukee
Registrar's Office
P.O. Box 729
Milwaukee, WI 53201-0729

Fax your signed withdrawal to:

Registrar's Office at 414-229-6940.

NOTE: Withdrawals will NOT be taken by telephone or via email.

3. **Check your PAWS Student Center to verify withdrawal.** From your Student Center, click on the Enroll link in the Academics section and select the applicable term. If your withdrawal is processed, a red box will appear indicating that your status is withdrawn.

Please use the [Registrar's Office contact form](#) if you have any questions about term withdrawals. Select "Withdrawing from All Classes" from the drop-down on the contact form.