Print Form

Registrar's Office
800 Georgia Southwestern State University Drive
Americus, GA 31709-4379
Phone: (229) 928-1331
Fax: (229)931-2021

WITHDRAWAL FROM CLASS

____Spring ____Summer ____Fall Semester, 20____

This form is to be completed by a student planning to withdraw from a course(s) for the above term. If this is your last course for this term, you should submit the "Withdrawal from the University for the Semester" form.

_____ _____ _____ _____
gswID# Last Name First Name MI

The course information required below can be found by selecting the following through your RAIN account: Student Services > Registration > Concise Student Schedule.

			*** COMPLETE ONLY IF NUMBER 10 APPLIES**	
CRN ex: 8324	Crs Name/Number ex: ENGL 1101	Instructor's Name ex: Smith	Instructor's Signature	Current Grade

Reason for withdrawal _____

_____

Are you receiving Veterans Educational Benefits? _____YES _____NO Please note, this may adjust your VA Benefits.

Are you a GSW student athlete? _____YES _____NO
If yes, the signature of an athletic representative is required. (Faculty Athletics Rep, Director of Athletics, Compliance Coordinator)

Athletic Representative: _____ **Date:** _____

I UNDERSTAND THE FOLLOWING:

1. It is the student's responsibility to initiate withdrawal from one or more courses.
2. The student is responsible for returning this form by the deadline published in the Academic Calendar.
3. The withdrawal is official only upon receipt of the completed form in the Registrar's Office.
4. ***After the drop/add period, there is no refund for partial reduction of hours.***
5. A grade of "W" will be assigned to the course(s) and it is the student's responsibility to indicate the correct course(s) from which he/she is withdrawing.
6. Withdrawing from a course(s) may have an impact on your **Financial Aid**.
7. Withdrawal from **Learning Support class(es)** may result in the student being withdrawn from all courses.
8. Course withdrawals show up on the official academic transcripts and count as part of attempted hours.
9. Withdrawing from class(es) may postpone the student's graduation date.

10. Withdrawal forms submitted <u>after</u> the withdrawal without penalty deadline must accompany appropriate documentation <u>and</u> the signature(s) of each instructor prior to submitting the form in order to withdraw from a class(es) for non-academic reason. The deadline for non-academic withdrawal is always the last day of class in the semester - not the reading day and not when finals begin.

Student's Signature: _____ **Date:** _____

Please allow 72 hours for processing. Once processed, you may view your withdrawal by selecting the following through your RAIN account: Student Services > Registration > GSW Unofficial Transcript.

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REGISTRAR'S OFFICE USE ONLY BANNER: _____