

## WITHDRAWAL FROM GSW CLASS(ES)

Name: \_\_\_\_\_ GSW ID: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Please review the options below and check the one that best fits your request.

**I am not a freshman and would like to withdraw from some but not all of my courses.** Submit the completed form to the Office of the Registrar.

**I am a freshman and would like to withdraw from some or all of my courses.** Submit the completed form to the Division of Student Engagement and Success (SES) and meet with an SES staff member.

**I would like to withdraw from the university this semester.** Submit the completed form to the Dean of your College for signature. You will then submit the form to the Division of Student Engagement and Success (SES) and meet with an SES staff member for an exit interview.

**It is after the non-academic penalty date published on the Academic Calendar and I would like to request a Hardship Withdrawal from some or all of my courses for the semester.** Submit the completed form and supply all pertinent documentation to the Dean of your college. You will then meet with the Division of Student Engagement and Success (SES) for an exit interview.

CRN ex: 8324	Course Name/Number ex: ENGL 1101	Instructor's Name ex: Smith

Reason for withdrawal \_\_\_\_\_

**Are you a GSW student athlete?** (If yes, the signature of an athletic representative is required).      YES      NO

**Athletic Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I UNDERSTAND THE FOLLOWING:**

1. It is the student's responsibility to initiate withdrawal from one or more courses by the published non-academic penalty date found on the [Academic Calendar](#). It is only official upon receipt of the completed form to the appropriate office. (see your selection at the top of the form)
2. If submitted prior to the published non-academic penalty date on the Academic Calendar, 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. If submitted after the published non-academic penalty date, you will receive a grade of "WF". These grades will appear on the official academic transcripts and count as part of attempted hours.
3. Withdrawal forms submitted after the withdrawal without academic penalty deadline must accompany appropriate documentation in order to withdraw from a class(es) for non-academic reasons. The deadline for non-academic withdrawal is always the last day of scheduled class in the semester.
4. After the drop/add period, there is no refund for partial reduction of hours.
5. Withdrawing from a course(s) may have an impact on your Financial Aid.
6. If you are receiving Veterans Educational Benefits, this withdrawal may adjust your VA benefits.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## To Be Completed By GSW Officials

**Students withdrawing from some but not all of their semester courses who are not freshmen.**

Office of the Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**Freshmen withdrawing from any courses.**

Student Engagement and Success: \_\_\_\_\_ Date: \_\_\_\_\_

Office of the Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**Any student withdrawing from the university for the semester, but prior to the published non-academic penalty date.**

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Student Engagement and Success: \_\_\_\_\_ Date: \_\_\_\_\_

Office of the Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**Any student withdrawing from the university for the semester, but after the published non-academic penalty date.**

Sufficient Documentation provided.

Exit Interview Completed Date: \_\_\_\_\_

Recommendation for **Withdrawal Passing (W)** or **Withdrawal Failing (WF)**: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Student Engagement and Success: \_\_\_\_\_ Date: \_\_\_\_\_

Office of the Registrar: \_\_\_\_\_ Date: \_\_\_\_\_