



*Following discussions with both instructor and advisor, a student may determine that it is necessary to withdraw from a course. Use this checklist as a guide to successfully withdraw from a course(s).*

## COURSE(S) WITHDRAWAL

### 1. Obtain Withdrawal form.

You can find the Withdrawal form on the Registrar's Office webpage at <http://www.augusta.edu/registrar/documents/withdrawalform.pdf>. You may also pick up a form in the Registrar's Office in Rains Hall or in the Advisement Center in University Hall.

Make sure to review the [five \(5\) course limit](#) Withdrawal policy.

### 2. Get appropriate signatures.

If you are a student athlete, you must have the Athletic Director (located at Christenberry Fieldhouse) sign the form.

Prior to course withdrawal or enrollment cancellation, International Students (F-1 or J-1) must contact International and Postdoctoral Services Office (IPSO- <http://www.augusta.edu/diversity/ipso/index.php>) at (706) 721-0670 to discuss the consequences of course withdrawal or enrollment cancellation.

The instructor of each course you are withdrawing from must sign the form.

Your advisor's signature is required.

### 3. Notify Veterans Services of withdrawal.

Recipients may be responsible for repaying a portion or all of the funds received during the term.

### 4. Inquire about how a withdrawal may impact your Financial Aid.

All or a portion of your Financial Aid may have to be repaid, depending on your withdrawal date. Contact the Financial Aid Office at [osfa@augusta.edu](mailto:osfa@augusta.edu) or (706) 737-1524.

### 5. Submit completed Withdrawal form.

Forms can be returned to the Registrar's Office in Rains Hall. Forms must be returned on or before the published deadline.

### 6. Pay any remaining tuition, fees and other charges on your student account.

You may be responsible for all or part of tuition and fees if you withdraw after add/drop period. You will not be able to re-enroll at Augusta University or request an official transcript if any unpaid due charges remain on your account.

### 7. Contact University Housing.

If you withdraw from a course(s) and you live in University housing, contact the Residence Life Office at (706) 729-2300 or [residency@augusta.edu](mailto:residency@augusta.edu) immediately. Housing requires a student to be full-time so you will need to determine how the withdrawal will affect your housing. Additional charges may apply.

#### Contacts:

Registrar's Office	<a href="mailto:registrar@augusta.edu">registrar@augusta.edu</a>	706-446-1430
Academic Advisement	<a href="mailto:academicadvisement@augusta.edu">academicadvisement@augusta.edu</a>	706-731-7979
International and Postdoctoral Services Office		706-721-0670
Financial Aid	<a href="mailto:osfa@augusta.edu">osfa@augusta.edu</a>	706-737-1524
Athletics		706-737-1626
Business Office	<a href="mailto:business_office@augusta.edu">business_office@augusta.edu</a>	706-737-1767
Housing	<a href="mailto:residency@augusta.edu">residency@augusta.edu</a>	706-729-2300
Student Health Services	<a href="mailto:studenthealth@augusta.edu">studenthealth@augusta.edu</a>	706-721-3448

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## COMPLETE WITHDRAWAL

### 1. Obtain Withdrawal form.

You can find the Withdrawal form on the Registrar's Office webpage at [http://www.augusta.edu/registrar/01.25.16withdrawalform\\_fillable.pdf](http://www.augusta.edu/registrar/01.25.16withdrawalform_fillable.pdf). You may also pick up a form in the Registrar's Office in Rains Hall or in the Advisement Center in University Hall.

Make sure to review the [five \(5\) course limit](#) Withdrawal policy.

### 2. Get appropriate signatures.

If you are a student athlete, you must have the Athletic Director (located at Christenberry Fieldhouse) sign the form.

Prior to course withdrawal or enrollment cancellation, International Students (F-1 or J-1) must contact International and Postdoctoral Services Office (IPSO- <http://www.augusta.edu/diversity/ipsa/index.php>) at (706) 721-0670 to discuss the consequences of course withdrawal or enrollment cancellation.

For students on the Health Sciences campus, all withdrawal forms must be processed through the program and college. Any termination of a student's enrollment (other than graduation) will be considered a withdrawal from the institution.

#### College and Required Signatures

**Allied Health Sciences-** Dean or Associate Dean  
**Dentistry-** Associate Dean/Admissions, Student Affairs & Alumni

**Graduate Studies-** Dean "Nursing requires two signatures

**Medicine-** Assoc. Dean/Admissions & Student Affairs

**Nursing-** Vice Dean

### 3. Notify Veterans Services of withdrawal.

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### 4. Inquire about how a withdrawal may impact your Financial Aid.

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### 5. Submit completed Withdrawal form.

Forms can be returned to the Registrar's Office in Rains Hall. Forms must be returned on or before the published deadline.

### 6. Contact University Housing.

If you withdraw from a course (s) and you live in University housing, contact the Residence Life Office at (706) 729-2300 or [residency@augusta.edu](mailto:residency@augusta.edu) immediately. Housing requires a student to be full-time so you will need to determine how the withdrawal will affect your housing. Additional charges may apply.

### 7. Return any books, equipment or materials on loan from the University.

Library books, lab equipment, keys and other University materials must be returned promptly to avoid late fees and/or replacement fees.

### 8. Update your address and phone number and your bank account information in POUNCE.

### 9. Order your transcript.

If you need to have your Augusta University transcript sent to another institution, you can request it in your POUNCE account. All outstanding financial obligations must be cleared before transcripts can be released.

### 10. Pay any remaining tuition, fees and other charges on your student account.

You may be responsible for all or part of tuition and fees if you withdraw after add/drop period. You will not be able to re-enroll at Augusta University or request an official transcript if any unpaid due charges remain on your account.