



Withdrawal From Course(s), All Courses and/or the University

Office of the Registrar
Summerville Campus- Rains Hall
2500 Walton Way
Augusta, GA 30904
T (706) 446-1430

Adding, Dropping and Withdrawing Policy: <https://augusta.policytech.com/dotNet/documents/?docid=988&LinkedFromInsertedLink=true&public=true>

Term of Withdrawal Fall Spring Summer 20__

Student Instructions:

1. For course withdrawals, complete Sections 1, 2 and 4 of this form.
2. For University withdrawals, complete Sections 1, 3 and 4 of this form.
3. Return the completed form to the Registrar's Office (Rains Hall) or email to registrar@augusta.edu.

Note: *As a Title IV recipient, in accordance with Federal regulations, all or a portion of a student's loans or grants may be removed from their account. In the event funds are removed, the student agrees to pay any outstanding charges that result from this federal calculation. According to Augusta University policy, institutional scholarships and grants may be removed thus creating additional charges for which the student is responsible. Furthermore, if there are charges which have been incurred that have not yet posted to the student account, the student understands that it is their responsibility to follow up with the Office of Student Financial Aid regarding financial aid and furthermore that they must pay any balance in full upon withdrawing from Augusta University. Payments may be made through POUNCE or in the Business Office.

Section 1: Student Information- to be completed by the student

Name _____ Student ID _____
Last name, First name, Middle name

Mailing Address _____
street, city, state, zip code

Home Phone # _____ Cell Phone # _____ Permanent Email _____

Degree and Major _____
EX. BA HISTORY, PHD NEUROSCIENCE, MPH

Do you currently have a graduation application on file? Yes No

*Withdrawal from a required course for graduation will impact your eligibility for participation.

Section 2: Please complete this section for course(s) withdrawal

Adding, Dropping and Withdrawing Policy: <https://augusta.policytech.com/dotNet/documents/?docid=988&LinkedFromInsertedLink=true&public=true>

CRN/Course # Section <small>(ex. 23456/ENGL1101A)</small>	Instructor (Print Name)	Instructor's Signature	W or WF	*Last Date of Attendance	Program Dir./Dept. Chair/Dean* <small>(Print Name)</small> <small>*Required for "W" after midterm ONLY</small>	Program Dir./Dept. Chair/Dean* <small>Signature</small> <small>*Required for "W" after midterm ONLY</small>

*The last date of attendance is the last date the student participated in the course. This date is required for all withdrawals.

*Students in The Graduate School programs must have approval from the Dean to receive a "W" after midterm.

After the add/drop period has ended, a student may withdraw from a course without penalty up to the midterm date set forth in the Academic Calendar. Following this deadline, a student who withdraws will receive a grade of WF (Withdrew Failing) for enrolled courses, except in extraordinary situations approved by the department chair or dean or in cases of medical, hardship, or military withdrawal. WF grades will be treated as F grades for grade point calculations.

When the situation falls under the Medical or Hardship withdrawal guidelines, the student must contact the Office of the Dean of Students (706-737-1411, Bellevue Hall) prior to the end of the semester to request such a withdrawal.

For Undergraduates, only five (5) withdrawals are permitted at Augusta University (effective Fall 2013). The sixth and subsequent Ws will be computed as Fs in the GPA.

