AUGUSTA UNIVERSITY

Office of the Registrar
Summerville Campus
Rains Hall
(706) 446-1430
records@augusta.edu

WITHDRAWAL FORM COURSE OR UNIVERSITY

For your convenience, we accept forms via email at records@augusta.edu. We encourage you to use an electronic signature to help expedite the process. Instructions for signing documents electronically, can be found at https://www.augusta.edu/esignature/.

Adding, Dropping, & Withdrawing Policy: https://www.augusta.edu/compliance/policyinfo/policy/adding-dropping-withdrawing-from-courses-undergraduate-students.pdf

The Withdrawal Form is used to withdraw from a class or all classes at Augusta University. After the registration period has ended, the official withdrawal date is the date the student notifies the Registrar's Office of their intent to withdraw by submitting the completed withdrawal form with all required signatures. Refunds are only processed for full withdrawals from all classes based on refund percentages calculated by the Business Office. Please see "Students Withdrawing from an Institution" at https://www.augusta.edu/finance/controller/businessoffice/policies-fees.php for additional details.

After the add/drop period has ended, a student may withdraw from a course without penalty up to the date set forth in the Academic Calendar. Following the withdrawal 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.

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.

Note: Graduate students, withdrawing from all classes, will be withdrawing from the program and university. If you return to the program/university, a Reactivation Form must be submitted. If you remain withdrawn from the program/university for 3 consecutive semesters, you must reapply to the program/university.

Course Withdrawal Checklist

1. Complete Withdrawal Form Sections 1, 2, and 4.
2. Notify Military & Veterans Services and/or Housing & Residence Life, if needed.
3. Contact Financial Aid to inquire how the withdrawal may impact your account.
4. Submit the completed form to the Registrar's Office via email at records@augusta.edu.
5. Pay any remaining tuition, fees, and other charges on your student account in POUNCE.
6. Confirm withdrawal is listed appropriately on your student record in POUNCE.

Complete University Withdrawal Checklist

1. Complete Withdrawal Form Sections 1, 2, 3, and 4.
2. Notify Military & Veterans Services and/or Housing & Residence Life, if needed.
3. Contact Financial Aid to inquire how the withdrawal may impact your account.
4. Submit the completed form to the Registrar's Office via email at records@augusta.edu.
5. Return any books, equipment, or materials on loan from Augusta University.
6. Review your account and update your personal information (phone, address, bank account, etc.) in POUNCE.
7. Pay any remaining tuition, fees, and other charges on your student account in POUNCE.
8. Confirm withdrawal is listed appropriately on your student record in POUNCE.
9. Order an official transcript, if needed.

University Contact Information:

Academic Advisement	academicadvisement@augusta.edu	706-731-7979	University Hall - 262
Augusta University Online	auosuccess@augusta.edu	406-770-6046	University Hall - 210
Athletics	athletics@augusta.edu	706-737-1626	Christenberry Fieldhouse
Business Office	business_office@augusta.edu	706-737-1767	Payne Hall – First Floor
Financial Aid	osfa@augusta.edu	706-737-1524	Fanning Hall – First Floor
Housing & Residence Life	residencelife@augusta.edu	706-729-2300	Oak Hall
International & Postdoctoral Services Office	ipso@augusta.edu	706-721-0670	Kelly Admin Building - 2013
Military & Veterans Services	mvs@augusta.edu	706-729-2255	Washington Hall - 212
Registrar's Office	records@augusta.edu	706-446-1430	Rains Hall
Student Health Services	studenthealth@augusta.edu	706-721-3448	Pavilion II - 1040

AUGUSTA UNIVERSITY

WITHDRAWAL FORM - COURSE OR UNIVERSITY

PART 1: STUDENT INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____ Student ID: _____

Cell Phone Number: _____ Alternate Number: _____ Non-AU Email: _____

Degree: _____ Major: _____

Student Athlete: ☐ No ☐ Yes Augusta University Online Student: ☐ No ☐ Yes

Graduation Application on File? ☐ No ☐ Yes

Note: Withdrawal from a required course for graduation will impact your eligibility to graduate and participate in commencement.

PART 2: REQUEST INFORMATION – COURSE WITHDRAWAL

Term of Withdrawal: ☐ Fall ☐ Spring ☐ Summer 20____

Are you withdrawing from all courses? ☐ No ☐ Yes – Complete Part 2 & 3: Request Information – Complete University Withdrawal

Course Number & Section (ENGL 1101 A) (Required for All Withdrawals)	CRN (23456) (Required for All Withdrawals)	Instructor Printed Name (Required for All Withdrawals)	Instructor Signature (Required for All Withdrawals)	W or WF (Instructors must submit for all withdrawals)	Last Date of Attendance (Instructors must submit for all withdrawals)	Program Director/ Department Chair/Dean Printed Name (Required Only for "W" After Last Day to Receive "W")	Program Director/ Department Chair/Dean* Signature (Required Only for "W" After Last Day to Receive "W")

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

PART 3: REQUEST INFORMATION – COMPLETE UNIVERSITY WITHDRAWAL

I would like to withdraw completely from AU. I understand my withdrawal does not release me from any financial obligations I may have to AU and that I must return all University property in my possession (equipment, books, educational media, keys, ID cards, etc.) to the appropriate campus office.

If eligible, do you plan to return to AU? ☐ No ☐ Yes If yes, when do you plan to return? ☐ Fall ☐ Spring ☐ Summer 20____

Reason for Withdrawal: ☐ Employment ☐ Family ☐ Health ☐ Military ☐ Personal ☐ Transfer – Institution: _____

☐ Academic (explain) ☐ Financial (explain) ☐ Other (explain)

_____ _____ _____

_____ _____ _____

_____ _____ _____

TGS USE ONLY - Required for Programs within The Graduate School

☐ Eligible to Return to Program if Reenrolled By: ☐ Fall ☐ Spring ☐ Summer 20____
*Must Complete Reactivation Form

☐ Eligible to Return to TGS if Reenrolled By: ☐ Fall ☐ Spring ☐ Summer 20____
*Must complete Reactivation Form

☐ Eligible to Return to Augusta University

☐ Not Eligible to Return to Program – Add IP Hold
*Must Reapply via Academic Admissions

☐ Not Eligible to Return to TGS – Add IE Hold
*Must Reapply via Academic Admissions

☐ Not Eligible to Return to University – Add IR Hold

Comments:

Recommended for Dismissal? ☐ No ☐ Yes

PART 4: REQUIRED SIGNATURES

Student Printed Name: _____ Student Signature: _____ Date: _____

*I understand that I may be considered for a refund only if I submit a completed withdrawal form to the Registrar's Office. Please contact the Business Office at 706-737-1767 for refund percentages based on the date you submitted the completed form with all signatures to the Registrar's Office.

Advisor Printed Name: _____ Advisor Signature: _____ Date: _____

*Required for Undergraduate Degree-Seeking Students

Athletic Director Printed Name: _____ Athletic Director Signature: _____ Date: _____

*Required for Student Athletes

Dean/Associate Dean Printed Name: _____ Dean/Associate Dean Signature: _____ Date: _____

*Required for Graduate and Professional level students.

TGS Dean/Vice Dean Printed Name: _____ TGS Dean/Vice Dean Signature: _____ Date: _____

*Required for Programs within The Graduate School

PART 5: REGISTRAR USE ONLY

Date Received: _____ Received By: _____ Processed By: _____ Date Processed: _____ Official Date of Withdrawal: _____