

Dropping or Withdrawing from Courses

Policy for Dropping Courses:

A student who drops a course before the drop/add period is over does not receive a grade in the course and the course does not appear on the academic transcript. Courses dropped for non-attendance or for non-payment will also not appear on the academic transcript

Course Withdrawal Policy:

Students are allowed to withdraw (published on the University Calendar for each term) from a course up to and including the last day to withdraw without academic penalty. Withdrawing from a course requires either the submission of a withdrawal via WINGS or the submission of a paper "Course Withdrawal" form to the Registrar's Office. Fees will not be reduced if a student withdraws from a course and grade of "W" will be recorded on their transcript.

Before withdrawing from a class, students should speak with their instructors, academic advisors, and financial aid counselors. While there can be good reasons for withdrawing from a course, a student should understand the consequences of withdrawing from a course in regards to their degree program, progress towards graduation, and financial aid.

Policy Limiting Individual Course Withdrawals:

Undergraduates may withdraw from a maximum of six (6) courses for their entire enrollment at the University. Students who have reached their maximum number of withdrawals may elect to receive a "withdrawal-failing" (WF) grade in the course, which is calculated as an "F" for GPA purposes. A student who attempts to withdraw from a course beyond the limit without special permission from the dean of his or her college will continue to be enrolled in the course and will receive a grade at the end of the semester.

Only withdrawals incurred at Georgia Southern University count toward the maximum number of withdrawals. Withdrawals incurred prior to the implementation date (Fall 2018) will not count toward students' number of allowed withdrawals. Transfer students, irrespective of their classification upon enrolling at Georgia Southern, are also limited to six withdrawals at Georgia Southern.

Automatic exceptions are as follows:

- Withdrawals are automatically exempt from the maximum number of withdrawals when

students withdraw from all classes for military or hardship reasons that are documented and approved.

- Linked lecture-lab courses will count as a single course withdrawal.

Petitions for exception based on other circumstances are heard in the following manner:

- In cases where students completely withdraw from the University for reasons not covered by the second bullet above, students may petition in writing to the Dean of Students (or the dean's designee) to have these courses exempted from the total number allowed by completing the Voluntary Cancellation/Withdrawal Form.
- Once the withdrawal limit is reached, students will only be allowed to withdraw from an individual course or courses for extenuating circumstances beyond their control. To withdraw without penalty in these cases, students must appeal in writing to the dean (or the dean's designee) of their academic college (not necessarily the college in which the course is taught). Appeals for individual withdrawals are not heard unless the student has already reached the maximum number of withdrawals allowed.

Nothing in this list of exceptions affects a student's existing responsibilities for course fee payment or a student's financial aid status.

Awarding a "W" after Midterm for non-Academic Reasons:

If a student wishes to withdraw from a course after the last day to withdraw without academic penalty, the course instructor must certify on the "Petition to Withdraw from a Specific Course" form all four of the conditions below and recommend withdrawal:

1. All work was up-to-date as of the last day to withdraw without academic penalty.
2. The work was of passing quality at the last day to withdraw without academic penalty.
3. Attendance was satisfactory up to the last day to withdraw without academic penalty.
4. The factors justifying withdrawal are essentially non-academic and developed after the last day to withdraw without academic penalty.

The instructor will be asked by the student to deliver the form to his/ her Department Chair.

The Department Chair also must recommend the withdrawal. If the instructor and Department Chair approve the withdrawal, the form must be sent to the Dean. The instructor or the Department Chair may deliver the form to the Dean. The Dean will submit the petition to the Office of the Registrar if he/she approves and recommends the withdrawal. **Students who have met their six (6) maximum withdrawals will not be given the option to use this form to**

withdraw from any courses.

Financial Aid Implications:

Withdrawing from a course may affect a student's ability to receive future financial aid and may significantly affect a student's ability to meet the Federally mandated Standards of Academic Progress. Before withdrawing from a class, students should speak with their academic advisors and financial aid counselors.