

Withdrawing from the University:

To discontinue enrollment prior to the first day of University classes, a student should complete and submit a Voluntary Cancellation Form. Any student who wishes to withdraw from school during the semester must complete and submit an official Withdrawal Form. Failure to complete and submit an official Withdrawal Form will result in the assignment of failing grades in all courses for which the student registered. A withdrawal is not permitted after the last day of classes. Grades of "W" will be given for all courses if the withdrawal is before the last day to withdraw without academic penalty. Grades of "WF" will be given for all courses if the withdrawal is completed after the last day to withdraw. A "WF" grade is calculated in the GPA as an "F" grade. Students will not be able to withdraw from all of their classes via WINGS. WINGS prevents students from withdrawing from their last course over the web.

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

Military Withdrawal:

A student who is called to active duty to serve in the military while attending courses at Georgia Southern University is eligible to receive a Military Withdrawal. Students receiving this type of withdrawal are withdrawn as of the first day of University classes for the term. A 100% refund is issued. The student will receive "WM" grades for all courses that s/he enrolled in during the semester. The "WM" grades that are assigned will not affect the student's GPA. To process this type of withdrawal, the student needs to submit a "Withdrawal Form." The student will need to provide the Office of the Registrar with a copy of his/her orders stating the date and place of deployment assigned by the military. Military withdrawals are exempt from the Policy Limiting Individual Course Withdrawals.

Hardship Withdrawals:

In the event a student faces circumstances of extreme duress beyond his/her control, the student may request a hardship withdrawal from the university. Hardship withdrawals are not meant to be used for appealing academic matters (e.g. grades), but should be used when a student seeks to withdraw from all classes and leave the university for the remainder of that semester. Grades must be posted before a student is eligible to apply for a hardship withdrawal.

Hardship withdrawals should fall into one of three categories: medical, personal, or financial. Students will be required to justify their withdrawal with documentation. In instances where a student's circumstances warrant only a partial withdrawal, documentation will be required to substantiate why this student is able to continue with some coursework but not all coursework. If the hardship withdrawal is granted, the student will receive "WH" grades for courses that s/he enrolled in during the semester.

Hardship Withdrawal Documentation

Personal Statement of Hardship: The written personal statement of hardship should explain how and/or why the non-academic emergency impacted studies. It is essential that the student provide accurate details about the circumstances surrounding the hardship, date(s) of the hardship event(s), and an account of how the event(s) specifically prevented the completion of coursework. In addition, the student will provide official documentation supporting his/her hardship. This documentation should be consistent with the student's personal statement, and all documentation will be verified prior to the rendering of any decision regarding the student's hardship withdrawal.

Categories of Hardship and Documentation Requirements

- Medical (e.g. physical or psychological emergencies): Students may petition for a hardship withdrawal from the University when significant physical or psychological impairments beyond the student's control interfere with the ability to meet academic requirements.
 - The student will supply a physician's report on office letterhead. This document will include the physician's name, address, phone number, nature of patient's illness or accident, dates of treatment, prognosis, and the reason they feel that the student can no longer complete his/her coursework. This document must be signed and dated.
 - Medical withdrawals are exempt from the Policy Limiting Individual Course Withdrawals.

- Personal (e.g. severe medical illness within family, death in the family, arrests, etc.): The student will supply appropriate documentation that builds a case for hardship withdrawal due to personal issues. These documents may include but are not limited to death certificates, obituaries, police reports, or physician's letters. The student should obtain documents that contain contact information, are dated, and, if possible, are notarized.

- The petition for a personal withdrawal must occur after grades have been recorded for the semester.
- Personal withdrawals are exempt from the Policy Limiting Individual Course Withdrawals.
- Financial (e.g. loss of sole-supporting job, mandatory job changes): The student will supply documentation from an employer or supervisor that clearly states the mandatory change and the date that these changes took place or will take place. This document should contain contact information for an organizational representative that can verify these changes, preferably a human resource professional.
 - A student's inability to have financial aid in place at the start of a term is NOT grounds for hardship withdrawal due to financial issues.
 - Financial withdrawals are exempt from the Policy Limiting Individual Course Withdrawals.

SPECIAL NOTE: Application for a Hardship Withdrawal does not guarantee the student a grade of WH.

Financial Aid Implications

All students seeking either a partial or full hardship withdrawal from the University are strongly recommended to make an appointment with a financial aid counselor. This is of utmost importance if the student has received any financial aid (e.g. scholarships, grants, loans, etc.). the granting of a hardship withdrawal may affect the student's ability to receive future financial aid and may greatly affect the student's ability to meet the Federally mandated Standards of Academic Progress. Students should be advised that the granting of a hardship withdrawal does not negate the requirements of meeting the Standards of Academic Progress or the policies regarding mandatory Return of Title IV funds.