

Withdrawal From Classes

Students desiring to withdraw from one or more classes before the midpoint of the term may do so by:

- Completing a Request to Withdraw at the Registrar's Office
- Or withdrawing through the Web-based registration system
- Or by sending a signed fax or letter to the registrar's office

After doing so, the student will be assigned a grade of "W" for those course(s). While a grade of "W" does not count in the student's cumulative grade point average, it does count in attempted hours for financial aid purposes and could affect a student's eligibility for aid if there are repeated withdrawals.

Refunds associated with withdrawals are made only in the case where a student withdraws completely from all classes for a term.

Refunds are based on the date of the withdrawal and are pro-rated. By University System of Georgia rule, refunds are not initiated for withdrawing from a portion of registered classes.

Withdrawing After the Mid-Point

Students who withdraw after the midpoint of the term are not eligible for a grade of "W" except in cases of hardship or extenuating circumstances as approved by the faculty. (See Administrative Procedures for instructions.) Students withdrawing after the withdrawal deadline date receive a grade of "WF" for the course(s), which counts the same as an "F" for grade point purposes.

HARDSHIP REFUNDS

Any student who is forced to discontinue school attendance during a semester for emergency reasons which are beyond the individual's control (documentation must be provided to substantiate the emergency), may apply for a Hardship Refund through the Dean of Students' Office provided that such application for hardship refund is made before the end of the term in which the hardship occurs.

"Beyond the individual's control" is defined to mean:

- **Serious injury**
- **Serious illness or non-elective surgery for self or members of the immediate family**
- **Death of a member of the immediate family**
- **Loss of job**
- **Change in job work schedule or job assignment**
- **Family-care or child-care dependency crisis**
- **Legal action of a non-criminal nature causing serious emotional stress or mandatory court appearances.**