



Withdrawals Policy 1600-0928

Policy for Withdrawing From a Course/Courses at Athens State University

A grade of "W" will be assigned to a student who officially withdraws before a date that is two (2) weeks prior to the first final exam date established for the semester. Specific dates for withdrawal will be included in the schedule each semester. A "W" cannot be assigned after the official date established for withdrawal from a course. Absence from class does not constitute an official withdrawal.

Students can initiate the withdrawal process by emailing the Office of Admissions at Drop.Admissions@athens.edu using their Athens State email account, by FAX, by downloading the drop form from the Athens State website, or by coming into the Admissions Office. Information in the withdrawal request MUST include: Name; Student ID number; the course reference number, course abbreviation and number; and the instructor's name. A reason for withdrawal from a class course must be included. The instructor MUST be included as a "copy to" on the email. Withdrawal from a class is not complete until the student has been cleared through the Office of Admissions. Special regulations pertain to those receiving veteran's benefits or financial aid, and those individuals should confer with the Coordinator of Veteran's Affairs or the Director of Student Financial Services prior to initiating a withdrawal action. A "W" cannot be changed to a grade, nor can a grade be changed to a "W."

A student who enrolls in a course and does not complete the course will receive a grade of "F" unless this withdrawal process is followed.