

WITHDRAWAL FROM THE UNIVERSITY

Students who find it necessary to withdraw from Albany State University, after having completed registration, must submit a course withdrawal or semester withdrawal form with the Office of the Registrar (https://www.asurams.edu/enrollment-management/office_of_the_registrar/withdrawal_from_university.php).

Students matriculating at the Albany State University do not have a limit on the number of course withdrawals from classes during the completion of their undergraduate coursework.

Academic Calendar

All dates referenced in this policy apply to the semester and part of term applicable to each registered course. The deadlines for each semester and part of term can be found in the Academic Calendar (https://www.asurams.edu/enrollment-management/office_of_the_registrar/academic-calendar/).

Course Withdrawal

Course Withdrawal is a request by a student to cancel their enrollment in a particular course after the schedule adjustment (Add/Drop) registration period for the term and prior to the end of the term.

- Students who make changes to their schedules during the schedule adjustments (Add/Drop) registration period will have the course dropped (removed) from their schedule and their account balance updated (if applicable).
- After the schedule adjustment (Add/Drop) registration period, and until the last day to withdrawal without academic penalty, students will receive a grade of W for any course withdrawal.
- After the last day to withdrawal without academic penalty, students will receive a WF for each course withdrawal. There are financial aid and grade point average (GPA) conditions associated with the WF.

Semester Withdrawal

Semester Withdrawal is a request by a student to withdraw from and cease attendance in all classes for the term. Failure to attend class is not equivalent to a withdrawal and students will not receive an adjustment of charges or grades unless a formal withdrawal is filed with the Office of the Registrar prior to the last day to withdrawal without academic penalty.

- If a request for Semester Withdrawal is submitted to the Office of the Registrar prior to the end of the schedule adjustment (Add/Drop) registration period for the term, all courses will be dropped (removed) from the student's schedule and charges reversed (if applicable).
- After the schedule adjustment (Add/Drop) registration period, and before the last day to withdrawal without academic penalty, students will receive a grade of W for each course.
- After the last day to withdrawal without academic penalty, students will receive a WF for each course withdrawal. There are financial and grade point average (GPA) conditions associated with the WF.
- In the case of a non-academic emergency, students should apply for a Hardship Withdrawal. If the Hardship Withdrawal is granted, student will receive a grade of W instead of WF.

- Students who are entitled to a fee refund will receive a check from the Office of Student Accounts.
- **Federal Regulations mandate that Albany State University must calculate earned and unearned portions of financial aid if necessary and return those funds to the student or the Department of Education whether the student officially or unofficially withdrew from the University. Please see the Return of Title IV Funds page for more information on official and unofficial withdrawals (<http://catalog.asurams.edu/undergraduate/financial-aid-information/r2t4/>).**

Hardship Withdrawal Policy

Hardship Withdrawal

Students experiencing a non-academic emergency which prevents them from completing their coursework may be granted a hardship withdrawal. Specifically, hardship withdrawals fall into the following categories:

- Medical (e.g., physical or psychological emergencies)
- Personal (e.g., death in the family, family crisis, etc.)
- Financial (e.g., loss of sole-supporting job, head of household challenges, mandatory job changes)

Hardship withdrawals are not an alternative to withdrawal from classes after the midterm, to remove unwanted grades, or attempt to prevent expected academic/financial aid actions (warning, probation, exclusion, etc.). Hardship withdrawals are subject to the following restrictions:

- Hardship withdrawals may be requested after the schedule adjustment (Add/Drop) registration period, but no later than the last class day of the course within the same semester of the course.
- Generally, students are not eligible for hardship withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio).
- Only in exceptional cases, fully supported by documentation, will a hardship withdrawal be permitted within a thirty (30) calendar day period after grades have been submitted. Any request for hardship withdrawal after the posting of final must be approved by the provost or their designee.
- Requests for hardship withdrawal generally apply to all courses taken during the semester in question. Exception may be made where documentation clearly proves how the mitigating life circumstance does not apply to all courses. For example, a student with a leg injury may be approved to withdraw from courses that require physical activity only.
- All exceptions must be approved by the Provost.

Students withdrawing from classes should be aware that a reduction in their course load may negatively impact other aspects of their academic life. Students considering withdrawals should contact these offices to discuss any potential impact:

- Student Financial Aid (229-500-4358)
- Athletic Eligibility (229-500-2863)
- Health insurance (contact your personal health care provider)
- University housing (229-500-2025)
- Use of University resources and access to University facilities (229-500-3555)

- Immigration status for International students/F-1 Visa (229-500-2354)
- Veterans Educational Benefits (229-500-2070)

Hardship Withdrawal Process

All hardship withdrawal requests are submitted electronically to the Office of the Vice President for Student Affairs. It is the responsibility of the student to initiate and follow through with all steps in the withdrawal procedure. Incomplete applications will not be considered. Students should use the following checklist to ensure their application is complete:

Checklist for Hardship Withdrawal Application:

- Application for Hardship Status (<https://www.asurams.edu/student-affairs/osssc/student-support/hardship-withdrawal.php>)
- Personal Statement of Hardship
- Official Supporting Documentation

The Vice President for Student Affairs or their designee will determine if the documentation provided warrants a hardship withdrawal based on the requirements outlined in this section. Any exceptions or special circumstances must be approved by the Provost. The student will be notified of the decision by the Office of Student Affairs. If approved, notification will also be sent to the Office of the Registrar to initiate processing.

Personal Statement of Hardship:

In addition to completing a hardship withdrawal form, the student must prepare a typed personal statement of hardship that is signed and dated by the student. The statement of hardship is a narrative, in the student's personal voice, to explain and convey the non-academic emergency to the ASU Office of the Registrar. It is essential that accurate details are given about the circumstances surrounding the hardship, including date(s) of the emergency, and an account of how the situation specifically prevented the completion of the coursework.

Hardship Withdrawal Documentation Requirements:

Official documentation must be provided that supports and is consistent with the statement of hardship.