WITHDRAWAL FROM THE UNIVERSITY

Students who find it necessary to withdraw from Albany State University, after having completed registration, must submit a Semester Withdrawal or Course Withdrawal form.

Semester Withdrawal

A 'Semester Withdrawal' is a request by a student to drop all classes and/or 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 and approved prior to midterms.

1. If a request for Semester Withdrawal is submitted to the Office of the Registrar prior to the end of the Add/Drop period, as defined by the Academic Calendar, all courses will be dropped from the student's schedule and charges reversed (if applicable).
2. If submitted after the Add/Drop period, the student is automatically assigned a grade of "W" to indicate course withdrawal. The "W" will not be calculated in the GPA.
3. A withdrawal for the semester may or may not include a refund, depending on when the withdrawal is submitted. In order to receive a full refund, or not receive charges for the term, this form must be submitted to the Office of Academic Services prior to the end of the Drop/Add Period.
4. Withdrawal from courses may affect housing, graduation, financial aid, membership in organizations or other opportunities.

Course Withdrawal

A 'Course Withdrawal' is a request by a student to cancel his or her enrollment in a particular CRN after the Add/Drop Period for the Term.

1. Withdrawal from a course will be allowed until one business day after mid-term examinations period. No Withdrawal from a course will be allowed after that point. Withdrawals must be approved by the advisor/department head/dean.
2. The student is automatically assigned a grade of "W" to indicate a course withdrawal. The "W" will not be calculated in the GPA. However, Albany State University policy allows a student to withdraw from a total of 16 hours with a 'W'. After 16 hours, all withdrawals are automatically given a grade of 'F'. Please review your academic transcript in Banner before withdrawing to determine if you will be affected by this policy.
3. A withdrawal for the course may or may not include a refund, depending on when the withdrawal is requested.
4. Withdrawals from courses may affect housing, graduation, athletics, financial aid, and membership in organizations or other opportunities.
5. It is the student's responsibility to check BannerWeb and confirm the status of the request. The student should retain a copy of the form for personal records.