WITHDRAWAL FROM UNIVERSITY

Students matriculating at the University will be limited to a maximum of 16 semester hours of course withdrawal (drops) during the completion of their undergraduate degrees.

- Students who make changes to their schedules during the add/drop registration period will not be affected.
- Withdrawal hours associated with classes that are dropped due to documented extenuating circumstances will not be included in the 16 hour total.
- Students will receive a “WF” for course withdrawals identified after the 16 hour limit has been reached. There are financial and G.P.A. conditions associated with the “WF”.
- “W” grades will be awarded to students who withdraw from classes after the schedule change deadline who are authorized to withdraw due to extenuating circumstances.

Students who find it necessary to withdraw from Albany State University must secure and complete withdrawal forms from the Office of the Registrar and have them signed by the Vice-President for Student Affairs, the Vice-President for Fiscal Affairs, the Director of Financial Aid. The student is responsible for submitting one copy of the properly signed form to each of the above listed offices and for retaining a copy of the form for personal records. The Office of the Registrar notifies instructors of a student’s official withdrawal after the University has received a properly signed form. Students entitled to a fee refund will receive a check from the Office of Fiscal Affairs.

Withdrawal Date

Official Withdrawals

For official withdrawals, the date you withdraw from classes is the date of record for Return of Title IV Funds calculations, unless your intent to withdraw on an alternate date is documented. If you are not going to continue to attend school, you will need to complete an official withdrawal through the Office of the Registrar as soon as you decide to leave.

Unofficial Withdrawals

In the case of an unofficial withdrawal where the student did not complete the semester, and took no action to officially withdraw from the university through the Office of the Registrar, the university will determine the withdrawal date.

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” withdrew or “Unofficially” withdrew from the University.

Hardship Withdrawal Policy

Hardship Withdrawal

Students may be granted hardship withdrawals when non-academic emergency situations occur which prevent them from completing their coursework. 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 drop classes after the mid-point, to remove unwanted grades, or attempt to prevent expected academic/financial aid actions (warning, probation, exclusion, etc.). The hardship withdrawal should be requested prior to the end of the semester in which the hardship occurred. Hardship withdrawals are subject to the following restrictions:

- Hardship withdrawals can only be requested after the official withdrawal/drop period (after midterms) and until the last class day of the course. A student wanting to withdraw before mid-term must follow the regular withdrawal procedure.
- As a general rule, 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 final grades are posted 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 (229-500-2927)

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
- Personal Statement of Hardship
- Official Supporting Documentation
Withdrawal from University

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.