



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Student Withdrawal Policy
Department	Registrar's Office
Policy Editor	Kristi Hayes, Registrar
Request Type	New ☐ Amended ☒ Removed ☐ Reviewed ☐

OBJECTIVE (Briefly state your purpose.)

Provides policy and procedure for the withdrawal of students from all Gordon State College classes before and after the midterm.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

The Board of Regents Policy Manual at <https://www.usg.edu/policymanual/section3/C340/> and The Gordon State College Policy website at https://www.gordonstate.edu/documents/departments/institutional-effectiveness/Student_Withdrawal_Policy_Form.pdf

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

This policy will be posted to the Gordon State College Policy website and communicated in accordance with GSC Policy - Formulation and Issuance of College Policies Section VI.

Authorizations

Dean or Supervisor Signature and Date: _____

Kristi Hayes

Digitally signed by Kristi Hayes
Date: 2021.05.20 13:57:21 -04'00'

Cabinet Sponsor (VP) Signature and Date: _____

Kirk A. Nooks

Digitally signed by Kirk A. Nooks
Date: 2021.05.20 15:01:57 -04'00'

President Signature and Date: _____

Kirk A. Nooks

Digitally signed by Kirk A. Nooks
Date: 2021.05.20 15:02:20 -04'00'

***Policy Template must be submitted with this form.**

Policy Number: To Be Determined

Policy Title: Student Withdrawal Policy

POLICY:

Should it become necessary to withdraw from all classes for the semester, a student must complete and submit a "Student Withdrawal Form" from the the Registrar's Office.

PROCEDURE:

Student Withdrawal

Should it become necessary to withdraw from all classes for the semester, a student must complete and submit a Student Withdrawal Form from the Registrar's Office.

Students must withdraw by the close of the official drop-add period to remove courses from the academic record and to receive a full refund of tuition and fees. Dates for the official drop-add period are posted on the Gordon State College website at www.gordonstate.edu each semester under Academic Calendars. Following the drop-add period, a student may withdraw from all courses by the mid-term date posted on the Academic Calendar and receive a grade of W for the courses. W's are not computed in the student's grade point average, but will appear on the official student record. A student may not exercise this right to withdraw from all courses to avoid sanction for academic dishonesty.

Students who withdraw from their entire schedule after midterm will automatically receive a grade of WF in each class. If the student has experienced a personal hardship or crisis that occurred after midterm, and the student had a reasonable chance of passing the course at the time of the hardship, the student may file an Academic Request Form and provide documentation that confirms the hardship or crisis. If approved, the assigned a grade of WF will be changed to a grade of W. Academic Requests for a hardship/crisis withdrawal should be processed before the end of the semester. Academic Requests will be considered when filed before midterm of the following semester. Academic Requests for spring semester hardship/crisis withdrawals must be filed by midterm of the following full summer session. Academic Requests for a hardship/crisis withdrawal cannot be filed for a course if the student has taken the final examination in the course. Academic Requests Forms are available on the Gordon State College website under Registrar Forms.

A student who stops attending all courses for the semester without appropriately processing a Student Withdrawal Form will receive grades of WF in all courses. Student Withdrawal Forms will not be processed after the last day of class for the semester.

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