UWG PROCEDURE NUMBER: 2.7.7, Withdrawals

Authority: UWG POLICY 2.7 (Teaching Responsibilities)

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedures for compliance with UWG Policy 2.7 on Teaching Responsibilities.

The purpose of this procedure is to clearly communicate to UWG faculty the various withdrawals students may initiate.

A. Definitions

1. Administrative withdrawal - occurs when in the judgment of the Vice President for Student Affairs and Enrollment Management or his or her designee, in consultation, when appropriate, with the student’s parents, spouse or designee, the Director of the Counseling and Career Development Center, and the University Physician, it is determined that the student suffers from a physical, mental, emotional or psychological health condition (UWG Student Handbook, Administrative Withdrawal Policy).

2. Forced withdrawal - is a withdrawal without credit from the academic course within which an offense has occurred. This could also include a required change in course section. (UWG Student Handbook, violations of Student Code of Conduct).

3. Formal withdrawal - occurs when the student formally withdraws from the university by submitting a request in writing to the Registrar’s Office. The student will be awarded a withdrawal grade (W or WF) in each course based on the withdrawal period deadline, the student record will be marked inactive, and the student must apply for readmission if he/she wishes to return to UWG (University of West Georgia, Register, Drop/Add & Withdrawal).

4. Hardship withdrawal - is an exception based on unusual or emergency circumstances beyond the student’s control and may be granted based on special circumstances (UWG Student Handbook, Hardship Withdrawal Policy).

5. Military withdrawal - contact UWG Center for Adult Learners and Veterans for further information.

6. "W" - this symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midpoint of the total grading period, including final examinations, except in cases of hardship as determined by the appropriate official of the respective institution (BOR policy 3.5.2, Symbols Not Included in Determining the Grade Point Average). All "W" grades will count towards the student’s maximum withdrawal limit but will not affect the student GPA (University of West Georgia, Register, Drop/Add & Withdrawal).

7. "WF" - this symbol indicates that a student withdrew after the midterm and the withdrawal deadline of a term. The "WF" will count the same as an F in the student’s GPA.
8. **"WM"**- this symbol indicates a student was permitted to withdraw under the Board of Regents policy for military service refunds, as noted in Section 7.3.5.3 of this Policy Manual. The use of this symbol indicates that this student was permitted to withdraw without penalty at any time during the term (BoR Minutes, October 2001.) (BOR policy 3.5.2, Symbols Not Included in Determining the Grade Point Average).

B. **Withdrawal procedure**

UWG undergraduate and graduate students may request a hardship withdrawal or may be administratively withdrawn from the university. Please see the University of West Georgia Registrar's Office website and University of West Georgia Student Handbook for details. Students must initiate a hardship withdrawal using the Request for Hardship Withdrawal form found on the website of the Provost and Vice President of Academic Affairs.

Undergraduate students may withdraw from courses with a grade of **"W"** a maximum of six times during their entire undergraduate enrollment at the University of West Georgia. After the limit of six withdrawals is reached, students are permitted to request exceptions only for circumstances beyond their control. Please see the UWG Registrar's Office website for details.

Students who wish to formally withdraw from the university must submit a request in writing to the Registrar's Office. Please see the UWG Formal Withdrawal form found on the website of the University of West Georgia, Register, Drop/Add & Withdrawal.

*Reviewed by President:* 

*Signature, Provost:

*Previous version dated:* N/A

*Rules committee approval 9/29/2016*