

## Complete Withdrawal Form

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### PURPOSE

This form is for students withdrawing from all courses in progress before the end of a term. It is **NOT** for students wishing to cancel enrollment for a future term. Purposes of this form:

- to generate discussion regarding the impact withdrawing could have on financial aid and program progression
- to communicate how withdrawing will impact the Limited Course Withdrawals Policy ([See the policy](#)).

The advisor or director will review the form with the student, sign, date and forward the information to the Registrar's Office. **The withdrawal date will be effective on the date of the student's initiation of the withdrawal.**

### TYPES OF COMPLETE WITHDRAWAL:

- **Term Withdrawal**
  - Student will be awarded a withdrawal grade of W or WF in each course based on the withdrawal period deadline ([See Registrar's Calendar](#)).
  - All W grades **Will Count** toward maximum withdrawals limit of six (6).
  - Student's account will remain active for one year from the term of the withdrawal.
  - Student will need to meet with his or her academic advisor prior to the beginning of Open Registration for the desired term for returning to the University of West Georgia.
  - Student will not be able to register until Open Registration begins ([See Registrar's Calendar](#)).
- **Formal Withdrawal**
  - Student will be awarded a withdrawal grade of W or WF in each course based on the withdrawal period deadline ([See Registrar's Calendar](#)).
  - Student's account will be marked inactive.
  - Student must apply for readmission to return to the University of West Georgia ([Readmission policy](#)).

### REQUIRED SIGNATURES:

1. The student signs verifying being counseled by an advisor about the Complete Withdrawal process.
2. The advisor signs to verify providing the student with sufficient notification to make an informed decision.

## Complete Withdrawal Form

Student's Name \_\_\_\_\_ 917 # \_\_\_\_\_ Phone \_\_\_\_\_

Withdrawal Semester/Year: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

Date Initiated: \_\_\_\_\_

**Please select ONE:**

Term Withdrawal

Formal Withdrawal

**Please select reason for Withdrawal (select any that apply):**

Personal

Found a job or job related

Transferring

Financial

Poor Grades

Too stressful

Other (specify): \_\_\_\_\_

Which advisor do you need to sign this form?

**Graduate students** must take the form to the director of their graduate program. Online graduate students should phone or email the director of their graduate program to complete the withdrawal process.

**Undergraduate students** must take the form to a professional advisor based on their major:

- Dual Enrollment – April Wood in Strozier 212 (email awood@westga.edu)
- Business majors – Professional advisors in Miller Hall 1208 (call 678-839-6467)
- Education majors – Professional advisors in Education Center 107 (call 678-839-6050)
- Nursing majors (BSN, RN-BSN, and pre-nursing A-L) – Professional advisors in Nursing 103 (call 678-839-6552)
- All other majors – Professional advisors in UCC 208 (email advising@westga.edu)

**Required Signatures:**

1. The student signs verifying being counseled by an advisor about the Complete Withdrawal process.
2. The advisor signs to verify providing the student with sufficient notification to make an informed decision.

**\*\*\* This form will not be processed without appropriate signatures. Incorrect or missing signatures will result in delayed processing.**

*Student's Signature* \_\_\_\_\_

Date: \_\_\_\_\_

*Advisor's Signature* \_\_\_\_\_

Date: \_\_\_\_\_

*Advisor (Printed Name)* \_\_\_\_\_

*Registrar's Office Signature* \_\_\_\_\_

Date: \_\_\_\_\_