How to Withdraw from a Class

Starting in Fall 2013, undergraduate students may withdraw from courses with a grade of “W” (Withdraw Passing) a maximum of six times during their entire undergraduate enrollment at the University of West Georgia. It is recommended that students consult with the instructor, academic advisor, Financial Aid, Bursar, and International Services and Programs (if applicable) before making the decision to withdraw from a course, since undesirable consequences may follow.

(See entire Limited Withdrawal Policy for more information)

Please follow the steps below to withdraw from a course.

Step 1. Login to BanWeb and Select “Student Services & Financial Aid” and then “Registration and Fee Payment”.

Step 2. Select “Withdraw from Classes”.

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Step 3. Select the Term

Step 4. Read Limited Withdrawal Policy and Accept Terms
Step 5. Select the Button next to the course you wish to withdrawal. Take notice of your total withdrawal count, withdrawals remaining, and total credit hours.

Step 6. Note any messages in red about Financial Aid. Confirm the correct withdraw course and note the future Total Withdraw Count.

**Note: You MUST withdrawal from both courses if required co-requisites exist**
Step 7. Review the Course Withdrawal and schedule. Click Return to Menu to exit.

If you wish to withdraw from all classes, please read:

Withdrawals from the University/Deciding not to Attend