

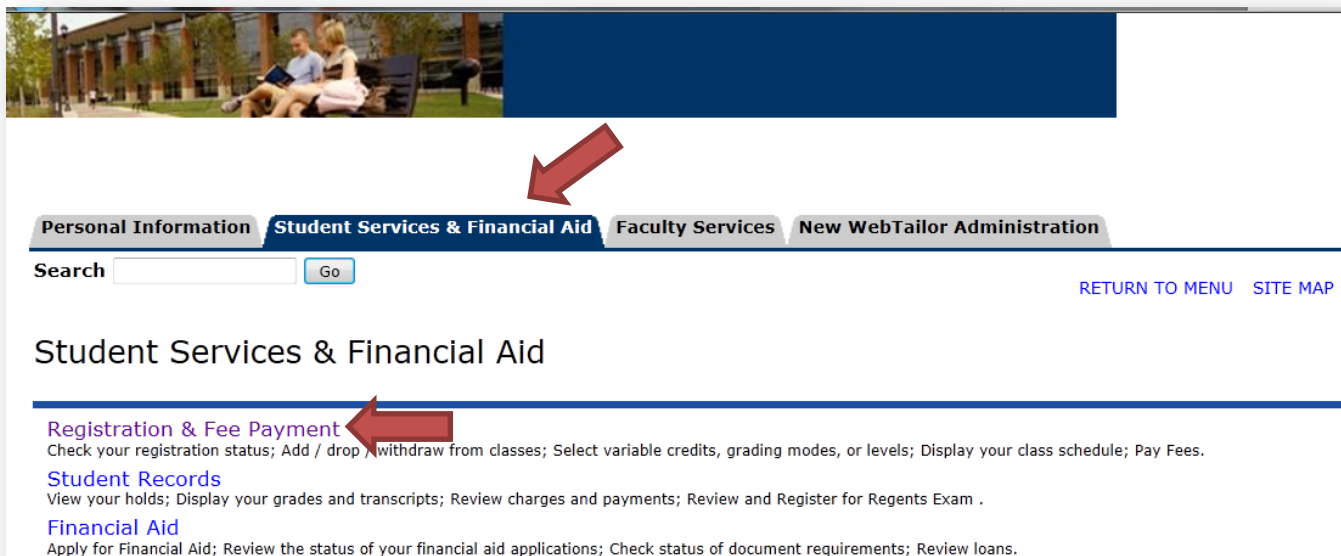
How to Withdraw from a Class

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”.



Personal Information **Student Services & Financial Aid** Faculty Services New WebTailor Administration

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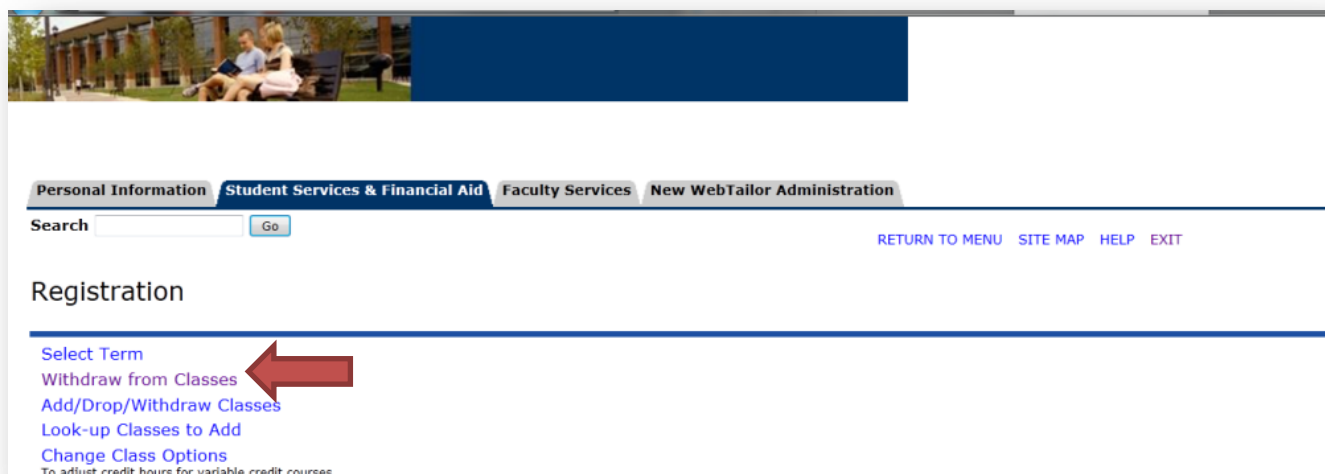
Student Services & Financial Aid

[Registration & Fee Payment](#) Check your registration status; Add / drop / withdraw from classes; Select variable credits, grading modes, or levels; Display your class schedule; Pay Fees.

[Student Records](#) View your holds; Display your grades and transcripts; Review charges and payments; Review and Register for Regents Exam .

[Financial Aid](#) Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Step 2. Select “Withdraw from Classes”.



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Registration

[Select Term](#)

[Withdraw from Classes](#)

[Add/Drop/Withdraw Classes](#)

[Look-up Classes to Add](#)

[Change Class Options](#) To adjust credit hours for variable credit courses.

Step 3. Select the Term

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Select Term

Select a Term:

- Fall Semester 2013
- Summer Semester 2013 (View only)
- Spring Semester 2013 (View only)

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Step 4. Read Limited Withdrawal Policy and Accept Terms

Course Withdrawal

Limited Course Withdrawals

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. Students must withdraw from courses during the Withdrawal "W" Period, as noted on the Registrar's Calendar in The Scoop. Retroactive withdrawals for prior terms are not permitted. The Withdrawal "W" Period typically begins after Drop/Add and closes at mid-term. Grades of "W" do not count toward the grade point average.

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. For example:

- Students must make Satisfactory Academic Progress (SAP) to maintain eligibility for both federal and state financial aid. See the UWG Financial Aid website for more details.
- Student athletes must maintain full-time status to retain athletic eligibility.
- International students on an F1 or J1 visa must maintain full-time status to protect their immigration status.
- Withdrawing from a course will delay progress toward graduation.

Students who attempt to withdraw from a course after reaching their maximum of six withdrawals will continue to be enrolled and will receive a grade at the end of the term, unless the Dean (or Dean's designee) approves the exception. See Petition for Exceptions below.

Automatic Exceptions

The following exceptions do not count toward the maximum of six course withdrawals:

- Grades of W placed on the transcript prior to Fall 2013
- Grades of W included in transfer work
- Withdrawals from courses taken during Summer terms
- Hardship withdrawal
- Military withdrawal
- Administrative withdrawal
- Formal withdrawal from the university

Petition for Exceptions

After the limit of six withdrawals is reached, students are permitted to request exceptions only for circumstances beyond their control. Students appeal in writing to the Dean (or Dean's designee) of the college or school that houses their major. Undeclared students should appeal in writing to the Dean of the Honors College (or Dean's designee). The written request (typewritten) should include the following: (1) description of the exact nature of the appeal, (2) reason for the appeal, and (3) supporting documentation, if applicable. Appeals are not heard unless the student has reached the maximum number of withdrawals allowed.

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Step 5. Select the Button next to the course you wish to withdrawal. Take notice of your total withdrawal count, withdraws remaining, and total credit hours.

Course Withdrawal

Please review your Total Withdrawal Count before continuing the withdraw process. Please note that you can ONLY withdraw from one class at a time.

Your Total Withdrawal Count: 0 **Withdrawals Remaining: 6** **Total Credit Hours: 13**

To withdraw from a class, click the button next to that class.

Classes for Fall 2013

Status	CRN	Subject	Course Section Title	Hours	Withdraw from Class
Registered	81395	MATH	1111 05 College Algebra	3	<input type="button" value="Withdraw From 81395"/>
Registered	81562	POLS	1101 02 American Government	3	<input type="button" value="Withdraw From 81562"/>
Registered	81630	GEOL	1121 03 Intro Geosciences I:Phys Geol	3	<input type="button" value="Withdraw From 81630"/>
Registered	81639	GEOL	1121L 07 Physical Geology Lab	1	<input type="button" value="Withdraw From 81639"/>
Registered	81686	ENGL	1101 LCI English Composition I	3	<input type="button" value="Withdraw From 81686"/>

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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****

Course Withdrawal

If you proceed, you will drop below 12 credit hours for the semester. This action may cause adjustments to your financial aid. Please contact the Financial Aid Office or Enrollment Services Center (ESC) for more information.

Your Total Withdrawal Count: 0 **Withdrawals Remaining: 6** **Estimated Total Credit Hours: 10**

You are about to withdraw from the following class(es).

Classes

CRN	Subject	Course Section Title	Hours	Grade you will Receive
81395	MATH	1111 05 College Algebra	3	W

If you proceed your total withdrawal count will be **1**. This will leave you **5** more withdrawal(s) for your undergraduate career.

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Step 7. Review the Course Withdrawal and schedule. Click Return to Menu to exit.

Personal Information Student Services & Financial Aid

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Course Withdrawal

Your Total Withdrawal Count: 1 **Withdrawals Remaining: 5** **Estimated Total Credit Hours: 10**

You have been withdrawn from the following class(es).

Classes

CRN	Subject	Course	Section	Title	Hours	Grade	Received
81395	MATH	1111	05	College Algebra	3	W	

Your withdrawal count is now **1**. You have **5** withdrawals remaining for your undergraduate career.

Updated Schedule for Fall 2013

Status	CRN	Subject	Course	Section	Title	Hours	Grade
Web Withdrawal Before Midpt W	81395	MATH	1111	05	College Algebra	3	W
Registered	81562	POLS	1101	02	American Government	3	
Registered	81630	GEOL	1121	03	Intro Geosciences I:Phys Geol	3	
Registered	81639	GEOL	1121L	07	Physical Geology Lab	1	
Registered	81686	ENGL	1101	LCI	English Composition I	3	

Course Withdrawal Processed on August 28, 2013 02:12:02.

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

[Withdrawals from the University/Deciding not to Attend](#)