

COMPLETE DROP/WITHDRAWAL FORM UNDERGRADUATE INSTRUCTIONS

Effective Semester	Year
<input type="checkbox"/> Fall	_____
<input type="checkbox"/> Spring	_____
<input type="checkbox"/> Summer	_____

GWid	LAST NAME	FIRST NAME	EMAIL ADDRESS
SCHOOL	STUDENT MAJOR/DEGREE	ARE YOU A STUDENT ATHLETE?	ARE YOU AN INTERNATIONAL STUDENT?
		yes no	yes no

1. If you are an undergraduate student in GWSB, CCAS, SEAS, ESIA, or GWSPH you can **withdraw** up to the last day of classes for the term. If your intent is to withdraw from all courses, you will need to first meet with your Advisor. **Please note:** GWeb will prevent you from completely withdrawing until you have met with an Advisor and a representative from the Office for Student Success has finalized your request.
2. Courses dropped prior to the start of the semester (before the first day of classes) will have **100% of the tuition charges cancelled**. Courses dropped beginning the first day of classes are subject to the [university refund schedule](#), which governs the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal.
3. If you are attempting to drop all courses **through the end of the 4th week of classes**, during the fall or spring term, and you plan to return to GW to complete your degree, you should also complete the [Leave of Absence](#) form for the semester in which you are completely dropping in order to maintain your active student status.
4. If you complete this form after the 4th week and by the last day of classes during the fall and spring term, you will be withdrawn from courses and receive a "W" on your transcript.

Select one if dropping all courses on/before the drop deadline as noted on GWeb:

I am requesting to drop all of my classes and I **do not** plan to return to the university.

Please visit the [Withdrawing and Not Returning Section of the OSS website](#) to complete the [GW Exit Survey](#).

I am requesting to drop all of my courses for this semester, but I plan to return to the university in the subsequent semester. I understand that by taking this action, I will also need to complete the [Leave of Absence \(LOA\) form](#) for the current term, indicating the semester and reason for the LOA.

Select one if withdrawing from all courses after the drop deadline as noted on GWeb:

I am requesting to withdraw all my courses for this semester and I am planning to return to the university.

I am requesting an immediate withdrawal from all of my classes and a permanent withdrawal from the university. I **do not** plan to return to GW.

I am requesting a permanent withdrawal from the university. I am not currently enrolled in classes and do not intend to return to GW in future semesters.

STUDENT
Signature: _____ Today's Date: _____

AUTHORIZED SCHOOL OFFICIAL
Effective Date: _____/_____/____
Signature: _____ Today's Date: _____

Name

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GWID

You are encouraged to contact the following offices to understand considerations and the impact of your decision, as they apply to you.

Academic Advising

I have met with my Academic Advisor to discuss drop/withdrawal options and understand the potential impact on my academic plan. Name of Academic Advisor: _____

Financial Aid/Student Account

I understand that dropping/withdrawing from all of my classes may result in me owing money to the university or the federal government and could effective my financial aid package in the future.

Athletics

I understand the impact that the complete drop/withdrawal may have on my continued eligibility to participate in collegiate sports now and in the future and I have spoken to my athletic coordinator about my decision.

Veteran Support Services

I understand the impact that a complete drop/withdrawal may have on my veteran benefits.

International Student Services

I have contacted the International Services Office to discuss my desire to drop/withdraw from all of my classes and understand the impact this may have on my visa.

Disability Support Services

I have contacted Disability Support Services to review how a complete drop/withdrawal will affect my accommodations and ability to obtain continued support.

REVIEWED BY OFFICE OF
STUDENT SUCCESS

Initials:

Date: