

COMPLETE DROP/WITHDRAWAL FORM

Undergraduate Instructions and Form

GENERAL INFORMATION

Name	GWID	School/Major	Semester Year
<hr/>			
GW Email			

Are you a student athlete?	Yes	No
Are you an international student?	Yes	No

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.

COMPLETE DROP/WITHDRAWAL FORM

Undergraduate Instructions and Form

Name

GWID

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 canceled**. 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 **before 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 before the 10th week of classes** during the fall or spring term you will be **withdrawn** from all your classes and receive a "W" on your transcript.
5. Be sure to include all lectures, laboratories and recitations on the complete withdrawal/drop form.

Choose one of the following:

I am requesting to withdraw (drop) all my course for this semester and planning to return to the university.
Expected semester of return:

I am requesting to withdraw (drop) all my course for this semester and do not plan on returning to the university in the future.

SIGNATURE AND DATE

Student Signature

Date

School Approval

Date

Effective Date

REVIEWED BY OFFICE OF
STUDENT SUCCESS

Initials:

Date: