

COMPLETE WITHDRAWAL FORM

Information:

Name _____ Gwid _____

Semester/Year _____

Withdraw:

If you are withdrawing prior to the start of the semester you may drop your classes via GWeb in lieu of submitting this form. To drop or withdraw from **some** of your courses, complete the *Registration Transaction Form*. If you are withdrawing from **all** of your courses this semester, follow these steps:

1. Fill out the *Complete Withdrawal Form*
 - a. All requests for complete withdrawals through the end of the 10th week of classes (4th week in summer sessions) should be sent to the Office of the Registrar.
 - b. To withdraw from all classes without academic penalty after the 10th week of classes (4th week in summer sessions), students must petition their Dean and receive written permission. The *Complete Withdrawal Form* and petition should be sent to the Dean of the school or college in which you are enrolled.
2. If you withdraw during the first four weeks of classes and you plan to return to GW to complete your degree or program, you should register for a Leave of Absence for the semester in which you are completely withdrawing in order to maintain your active student status. Students must contact their academic advisor or program office to request and have approval granted for a leave of absence for current and subsequent semesters.
3. To ensure that your withdrawal is complete, make sure that you contact all offices that need to be informed of your leaving. The following is a partial list of offices that you may need to contact: Student Financial Assistance, Student Accounts, GW Housing, International Services Office, and Veteran Services. Failure to do so may result in you incurring additional expenses.
4. Undergraduates, please complete the Withdrawal Survey at <http://go.gwu.edu/withdrawalsurvey>.
5. Update your permanent address in GWeb at <http://banweb.gwu.edu>.

CRN	Dept Abbrev	Course #	Section	Credits Hrs	Title

Signature and Date:

Student's Signature _____

Date _____

Dean's Signature (Required after 10th week in fall/
spring, 4th week in summer) _____

Date _____

Effective Date (affects refund rate) _____

THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON, DC

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Registrar

Colonial Central 800
21st St., NW Marvin
Center Ground Floor
Washington, DC
20052

Phone:
(202) 994-4900

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(202) 994-3445

Email:
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