THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

COMPLETE DROP/WITHDRAWAL FORM UNDERGRADUATE INSTRUCTIONS

Effective Semester	Year
○ Fall	_____
○ Spring	_____
○ 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 changes 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you complete this form after the 4th week and by the last day of classes during the fall and spring term, you will be withdrawn from courses and receive a "W" on your transcript.
5. Please be sure to complete **Confirmation of Academic Engagement** (page 3 of this form)

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 _____

GWID _____

COMPLETE DROP/WITHDRAWAL FORM
UNDERGRADUATE INSTRUCTIONS

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 affect my financial aid package in the future.

☐ Per Federal Regulations, when a student withdraws from all courses during a semester, the Office of Financial Assistance must determine the percentage of financial aid earned based on the amount of time the student was attending or academically engaged during the semester. After the 60% point in the payment period, a student has earned 100% of their Title IV funds.

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:

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Office of the Registrar

Confirmation of Academic Engagement

GWID	Last Name	First Name	Email Address

Per Federal Regulations, in order to establish eligibility for financial aid, GW must verify academic engagement in your courses each semester. Please see page 4 for examples of academic engagement.

Please select one of the boxes and complete the form below:

□ I attended and/or was academically engaged in **all** of my courses during the semester

□ I attended and/or was academically engaged in **some** of my courses during the semester

□ I did not attend any courses during the semester

To be completed by the Course Instructor/Advisor:

CRN	SUBJ	CRSE	SEC	TITLE	Student was actively engaged (Y/N)	Instructor/Advisor Signature	Date Signed

Date Form Received by GW Official
Date: _____ / _____ / _____

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Office of the Registrar

Confirmation of Academic Engagement

For the confirmation that a student was academically engaged, any of the following activities will count as engagement:

- Student attendance in an in-person course
- Documented student participation in an interactive tutorial, webinar or other interactive or computer-assisted instruction
- Student submission of an academic assignment or an exam
- An email from the student or other documentation showing student-initiated contact with a faculty member
- A posting by the student showing the student's participation in an online study group that is assigned by the institution, a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student about the academic subject studied in the course.