



**Office of the Registrar**  
 Summerville Campus  
 Rains Hall  
 (706) 446-1430  
[records@augusta.edu](mailto:records@augusta.edu)

# WITHDRAWAL FORM COURSE OR UNIVERSITY

For your convenience, we accept forms via email at [records@augusta.edu](mailto:records@augusta.edu). We encourage you to use an electronic signature to help expedite the process. Instructions for signing documents electronically, can be found at <https://www.augusta.edu/esignature/>.

Adding, Dropping, & Withdrawing Policy: <https://www.augusta.edu/compliance/policyinfo/policy/adding-dropping-withdrawing-from-courses-undergraduate-students.pdf>

The Withdrawal Form is used to withdraw from a class or all classes at Augusta University. After the schedule adjustment period has ended, the official withdrawal date is the date the student notifies the Registrar's Office of their intent to withdraw by submitting the completed withdrawal form with all required signatures. Refunds are only processed for full withdrawals from all classes.

After the add/drop period has ended, a student may withdraw from a course without penalty up to the date set forth in the Academic Calendar. Following the withdrawal deadline, a student who withdraws will receive a grade of WF (Withdrew Failing) for enrolled courses, except in extraordinary situations approved by the Department Chair or Dean or in cases of medical, hardship, or military withdrawal. WF grades will be treated as F grades for grade point calculations. When the situation falls under the Medical or Hardship withdrawal guidelines, the student must contact the Office of the Dean of Students (706-737-1411, Bellevue Hall) prior to the end of the semester to request such a withdrawal.

**Note:** As a Title IV recipient, in accordance with Federal regulations, all or a portion of a student's loans or grants may be removed from their account. In the event funds are removed, the student agrees to pay any outstanding charges that result from this federal calculation. According to Augusta University policy, institutional scholarships and grants may be removed thus creating additional charges for which the student is responsible. Furthermore, if there are charges which have been incurred that have not yet posted to the student account, the student understands that it is their responsibility to follow up with the Office of Student Financial Aid regarding financial aid and furthermore that they must pay any balance in full upon withdrawing from Augusta University. Payments may be made through POUNCE or in the Business Office.

**Note:** For those students in The Graduate School programs (lockstep and non-lockstep) and for those students in lockstep programs outside of The Graduate School, if you are withdrawing from all classes, please note that you will be withdrawing from the program and university. If you will be returning to the program/university, a Reactivation Form must be submitted. If you remain withdrawn from the program/university for 3 consecutive semesters, you must reapply to the program/university.

### Course Withdrawal Checklist

1. Complete Withdrawal Form Sections 1, 2, and 4.
2. Notify Military & Veterans Services and/or Housing & Residence Life, if needed.
3. Contact Financial Aid to inquire how the withdrawal may impact your account.
4. Submit the completed form to the Registrar's Office via email at [records@augusta.edu](mailto:records@augusta.edu).
5. Pay any remaining tuition, fees, and other charges on your student account in POUNCE.
6. Confirm withdrawal is listed appropriately on your student record in POUNCE.

### Complete University Withdrawal Checklist

1. Complete Withdrawal Form Sections 1, 2, 3, and 4.
2. Notify Military & Veterans Services and/or Housing & Residence Life, if needed.
3. Contact Financial Aid to inquire how the withdrawal may impact your account.
4. Submit the completed form to the Registrar's Office via email at [records@augusta.edu](mailto:records@augusta.edu).
5. Return any books, equipment, or materials on loan from Augusta University.
6. Review your account and update your personal information (phone, address, bank account, etc.) in POUNCE.
7. Pay any remaining tuition, fees, and other charges on your student account in POUNCE.
8. Confirm withdrawal is listed appropriately on your student record in POUNCE.
9. Order an official transcript, if needed.

### University Contact Information:

Academic Advisement	<a href="mailto:academicadvisement@augusta.edu">academicadvisement@augusta.edu</a>	706-731-7979	University Hall - 262
Athletics	<a href="mailto:athletics@augusta.edu">athletics@augusta.edu</a>	706-737-1626	Christenberry Fieldhouse
Business Office	<a href="mailto:business_office@augusta.edu">business_office@augusta.edu</a>	706-737-1767	Payne Hall – First Floor
Financial Aid	<a href="mailto:osfa@augusta.edu">osfa@augusta.edu</a>	706-737-1524	Fanning Hall – First Floor
Housing & Residence Life	<a href="mailto:residencelife@augusta.edu">residencelife@augusta.edu</a>	706-729-2300	Oak Hall
International & Postdoctoral Services Office	<a href="mailto:ipso@augusta.edu">ipso@augusta.edu</a>	706-721-0670	Kelly Admin Building - 2013
Registrar's Office	<a href="mailto:records@augusta.edu">records@augusta.edu</a>	706-446-1430	Rains Hall
Student Health Services	<a href="mailto:studenthealth@augusta.edu">studenthealth@augusta.edu</a>	706-721-3448	Pavilion II - 1040

**PART 1: STUDENT INFORMATION**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Mailing Address (Street, City, State, Zip): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_ Non-AU Email: \_\_\_\_\_  
 Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Student Athlete:  No  Yes  
 Graduation Application on File?  No  Yes

**Note:** Withdrawal from a required course for graduation will impact your eligibility to graduate and participate in commencement.

**PART 2: REQUEST INFORMATION - COURSE WITHDRAWAL**

Term of Withdrawal:  Fall  Spring  Summer  20

Are you withdrawing from all courses?  No  Yes – Complete Part 2 & 3: Request Information – Complete University Withdrawal

Course Number & Section (ENGL 1101 A) <small>(Required for All Withdrawals)</small>	CRN (23456) <small>(Required for All Withdrawals)</small>	Instructor Printed Name <small>(Required for All Withdrawals)</small>	Instructor Signature <small>(Required for All Withdrawals)</small>	W or WF <small>(Required for All Withdrawals)</small>	Last Date of Attendance <small>(Required for All Withdrawals)</small>	Program Director/ Department Chair/Dean Printed Name <small>(Required Only for "W" After Midterm)</small>	Program Director/ Department Chair/Dean* Signature <small>(Required Only for "W" After Midterm)</small>

**Note:** The last date of attendance is the last date the student participated in the course. This date is required for all withdrawals.

**PART 3: REQUEST INFORMATION - COMPLETE UNIVERSITY WITHDRAWAL**

I would like to withdraw completely from AU. I understand my withdrawal does not release me from any financial obligations I may have to AU and that I must return all University property in my possession (equipment, books, educational media, keys, ID cards, etc.) to the appropriate campus office.

If eligible, do you plan to return to AU?  No  Yes If yes, when do you plan to return?  Fall  Spring  Summer  20

Reason for Withdrawal:  Employment  Family  Health  Military  Personal  Transfer – Institution: \_\_\_\_\_  
 Academic (explain) \_\_\_\_\_ Financial (explain) \_\_\_\_\_ Other (explain) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TGS USE ONLY - Required for Programs within The Graduate School**

<b>Eligible to Return to Program if Reenrolled By:</b> Fall Spring Summer 20 *Must Complete Reactivation Form <b>Not Eligible to Return to Program – Add IP Hold</b> *Must Reapply via Academic Admissions	<b>Eligible to Return to TGS if Reenrolled By:</b> Fall Spring Summer 20 *Must complete Reactivation Form <b>Not Eligible to Return to TGS – Add IE Hold</b> *Must Reapply via Academic Admissions	<b>Eligible to Return to Augusta University</b>  <b>Not Eligible to Return to University – Add IR Hold</b>  Recommended for Dismissal? <input type="checkbox"/> No <input type="checkbox"/> Yes
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Comments: \_\_\_\_\_

**PART 4: REQUIRED SIGNATURES**

Student Printed Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*I understand that I may be considered for a refund only if I completely withdraw from the University.  
 Advisor Printed Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*Required for Undergraduate Degree-Seeking Students  
 Athletic Director Printed Name: \_\_\_\_\_ Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*Required for Student Athletes  
 Dean/Associate Dean Printed Name: \_\_\_\_\_ Dean/Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*Required for Graduate and Professional level students.  
 TGS Dean/Vice Dean Printed Name: \_\_\_\_\_ TGS Dean/Vice Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*Required for Programs within The Graduate School

**PART 5: REGISTRAR USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Official Date of Withdrawal: \_\_\_\_\_