

1332 Revision of Class Schedules (Add/Drop/Withdraw)

Students who wish to revise their class schedules must follow the procedure appropriate for the period of time in the semester (see section 1332.10 below). During the published registration periods for each semester, students will revise their schedules by accessing PAWS. Schedule revisions are defined as any changes to a student's schedule and include dropping and/or adding classes. Dropped courses do not appear on the student's official record. To remove a course from a class schedule during the published registration period is referred to by the University community as "dropping" a course. After the last day to add/drop a course, students may "withdraw" from a course when they decide to stop attending. Withdrawing from a course prior to the midpoint of the term makes the student eligible for a grade of W if the withdrawal limit has not been exceeded. This grade is reflected on the student's official record. After midpoint the student will receive the grade the instructor assigns.

All schedule revisions must be completed by the official last day to register for course credit as published in the online Semester Calendars at paws.gsu.edu. Students who wish to be allowed to register for a course after the deadline, based on institutional error, should contact the department offering the course.

1332.10 Dropping Classes and Voluntary Withdrawal

Georgia State University reserves the right, at any time during the semester, to drop any student from classes for failure to pay tuition and fees. However, students should not assume that Georgia State will drop them from classes for failure to pay tuition and fees. Students who cease to attend, but do not formally drop their classes using the online registration system in PAWS at paws.gsu.edu will suffer serious financial and academic consequences.

A. Drop Periods, Withdrawal Periods, and Grades of W

1. **During registration:** When the registration system is open to students each term, students may drop or add classes using the online registration system in PAWS. When a class is dropped during this period, no grade is recorded and no record of the student's being enrolled in the class appears on the student's transcript. Registration ends at 5 p.m. on the first Friday of the term.
2. **During the second week of classes:** During the second week of classes, faculty has the discretion to request to add or drop

students from classes. Factors such as space availability and health and safety regulations may apply to such requests. When a class is dropped during this period, no grade is recorded and no record of the student being enrolled in the class appears on the student's transcript. The second week of classes ends at 5 p.m. on the second Friday of the term.

3. **After the second week of classes and before the midpoint of the term:** During this period, students may withdraw from a class or classes using the online registration system in PAWS. Students will receive a grade of W or WF for any class withdrawn during this period depending on whether or not they have exceeded their limit of withdrawals with a grade of W. Specifically, students will automatically be awarded a W if they have not exceeded their limit and a WF if they have. Grades of W and WF appear on the student's transcript. (Note: A grade of WF is treated as an F for GPA calculation purposes.)
4. **After the midpoint of the term:** During this period, voluntary withdrawals are not allowed via PAWS.

B. Limits on Withdrawals with a Grade of W

1. Students are allowed to withdraw with a grade of W a maximum of six times in their undergraduate careers at Georgia State.
2. The limit on withdrawals does not apply if a student withdraws from all classes during a term before the midpoint. However, students are only allowed to withdraw from all classes prior to the midpoint twice without having their withdrawals count against the limit. Students who withdraw from all classes a third or subsequent time will automatically receive a grade of WF in their classes if they have reached their limit of Ws.
3. It is possible that a student will withdraw from more than one class in a particular semester and not have enough Ws left to use a W in all those classes. In that case, classes will be awarded a W based on the date and time the student initiated the withdrawal from that class. For example, if a student had taken five Ws in their career at Georgia State and then withdrew from three of the four classes in which the student is enrolled, the student's sixth W allowed would be assigned to the class from which the student withdrew first. The student would receive a WF in the other two classes. In these cases, students may make an appeal to the Student Advisement Center or the student's Office of

Academic Advisement to shift the W from one class to another. Such requests must be made no later than the end of the semester after the semester in which the student withdrew from the classes. (Whether a student is enrolled in the semester after the semester in which the student withdrew from the classes does not change this time limit.) Students may not shift Ws between semesters.

4. The following types of withdrawals do not count against the limit on withdrawals with a grade of W.
 - a. Hardship withdrawals (see Section 1332.40).
 - b. Grades of WF (withdrawal failing).
 - c. Grade of WM (withdrawal military).
 - d. Withdrawals taken in semesters before Fall Semester 2006.
 - e. Withdrawals taken at other institutions.
5. This policy applies to all degree-seeking undergraduate students. It does not apply to non-degree students (such as post baccalaureate and transient students).

Students formally withdrawing from **all** classes may be entitled to a partial refund of their fees (see Section 1240).

In an emergency situation that precludes personal action to withdraw from classes, a student may communicate with the Office of the Dean of Students, www.gsu.edu/deanofstudents.

1332.20 Withdrawals and Drops from Off-Campus Courses and Cancelled Courses

In general, if a student voluntarily withdraws from an off-campus course, then the normal withdrawal policy applies (see section 1332.10). If the off-campus course's schedule does not match a Georgia State University term, then the mid-point of the course will be the mid-point of the period from the first off-campus meeting of the course to the last meeting of the course.

If a course is cancelled by Georgia State after the first week of classes, then the student may choose between the following options:

- They may have the course dropped from their schedule (even if the course is cancelled after the end of Late Registration), or

- They may take a W in the course, or
- In coordination with the course instructor and the department chair, the student may develop an academically appropriate plan to complete the course. These plans must be approved by the instructor and the department chair.

1332.30 Involuntary Withdrawal

Students are expected to observe all policies governing the class. Faculty must clearly state these policies in the course syllabus. When a faculty member determines that a student is in violation of one of the class policies (for example, has missed a required assignment or has excessive absences), that faculty member may withdraw the student from the course. Students involuntarily withdrawn prior to the midpoint of the course will be assigned a grade of W unless they have exceeded their maximum number of withdrawals allowed (see Section 1332.10). Students involuntarily withdrawn after the midpoint of the course will be assigned a grade of WF. Note that a WF is treated as an F for GPA calculation purposes. Using the official Georgia State University email system, the instructor will notify a student who is involuntarily withdrawn, and within ten days of this notification, the student may petition to the department chair for reinstatement in the course.

Students involuntarily withdrawn from all classes may be entitled to a partial refund of their fees (see Section 1210).

1332.40 Hardship Withdrawal

Students may be granted hardship withdrawals when non-academic emergency situations occur which prevent them from completing their coursework (e.g., severe medical problems, traumatic events/circumstances that cause them to miss numerous classes.). Hardship withdrawals are subject to the following restrictions:

- Students are not eligible for hardship withdrawals in any course in which they have completed the course requirements (for example, taking the final exam or submitting the final project).

Students must initiate an application for a hardship withdrawal no later than one academic year after the semester in which the courses were taken. Hardship status normally applies to all courses taken in a semester but in some cases may be granted for partial courses taken in a semester. Students requesting a hardship withdrawal in some but not all of their courses must provide documentation to justify such a partial withdrawal. If a student is granted a hardship withdrawal (full or partial), the

instructors of the courses from which the student is withdrawing must award a grade of "W" or "WF," depending on whether the student was doing passing work as of the effective date of the hardship.

For further information on hardship withdrawals, contact the Office of the Dean of Students at www.gsu.edu/deanofstudents.

1332.45 Military Withdrawal

A student who is on active duty or is a military reservist (including members of the National Guard and United States Army Reserve) may withdraw from the University if called for active duty or reassignment. The student must officially withdraw and submit Official Orders to Active Duty to the Enrollment Services Center, 227 Sparks Hall. The student is not eligible for a military withdrawal in any course in which the student has completed the course requirements (for example, taking the final exam or submitting the final paper) and/or a grade has been assigned. Elective fees are to be prorated according to the date on which the student officially withdraws.

Students who withdraw and receive a full tuition refund will receive a grade of "WM" (military withdrawal) for all courses from which the student has withdrawn.

1332.50 Non-Academic Withdrawal

In the judgement of the Dean of Students, a student may be withdrawn from the university for non-academic reasons when it is determined that the student has demonstrated behavior that: (a) poses a significant danger or threat of physical harm to self or to the person or property of others; or (b) interferes with the rights of other members of the university community or with the exercise of any proper activities or functions of the university or its personnel. Except in situations where the student is believed to be an imminent threat to self or others, as determined at the sole discretion of the University, a student shall, upon request, be accorded an appropriate hearing prior to the final decision concerning his or her continued enrollment at the university. In situations involving an imminent threat, the student will be provided a hearing as soon as possible after the withdrawal occurs. The instructor will assign students who are non-academically withdrawn a grade of W or WF (depending on whether they have exceeded their maximum number of withdrawals allowed) if they are withdrawn before the semester midpoint and a WF if they are withdrawn after the semester midpoint.