Policy for Limiting Individual Course Withdrawals

Undergraduates at Georgia Southern University may withdraw from a maximum of five courses for their entire enrollment at the University. Students who have reached their maximum number of withdrawals may elect to receive a "withdrawal-failing" (WF) grade in the course, which is calculated as an "F" for GPA purposes. A student who attempts to withdraw from a course beyond the limit without special permission from the dean of his or her college will continue to be enrolled in the course and will receive a grade at the end of the semester.

Only withdrawals incurred at Georgia Southern University count toward the maximum number of withdrawals. Withdrawals incurred prior to the implementation date (Fall 2009) will not count toward students' number of allowed withdrawals. Transfer students, irrespective of their classification upon enrolling at Georgia Southern, are also limited to five withdrawals at Georgia Southern.

Exceptions

Automatic exceptions are as follows:

• Withdrawals from courses taken during Summer semester do not count toward the maximum of five withdrawals.

• Withdrawals are automatically exempt from the maximum number of withdrawals when students withdraw from all classes for military or medical reasons that are documented and approved by the Registrar's Office or the Counseling and Career Development Center, respectively.

Petitions for exception based on other circumstances are heard in the following manner:

• In cases where students completely withdraw from the University for reasons not covered by the second bullet above, students may petition in writing to the Dean of Students (or the dean's designee) to have these courses exempted from the total number allowed by completing the Voluntary Cancellation/Withdrawal Form. The form is available on the Office of the Registrar's website (em.georgiasouthern.edu/registrar/students/forms/) under the Forms section entitled Voluntary Cancellation/Withdrawal Form (https://www.sta.georgiasouthern.edu/Axiom/Login.aspx?SourceID=31).

• Once the withdrawal limit is reached, students will only be allowed to withdraw from an individual course or courses for extenuating circumstances beyond their control. To withdraw without penalty in these cases, students must appeal in writing to the dean (or the dean's designee) of their academic college (not necessarily the college in which the course is taught). Appeals for individual withdrawals are not heard unless the student has already reached the maximum number of withdrawals allowed.

Nothing in this list of exceptions affects a student's existing responsibilities for course fee payment or a student's financial aid status.