

Withdrawal Policy

Withdrawal Policy

1. **Withdrawal from the College**

The student may withdraw completely from GSCC at any time through the last day to withdraw, specified in the College calendar. Forms can be obtained on any campus from the Admissions and Records Office, an email request may be sent to admissions@gadsdenstate.edu, or you may call the office at 256-439-6911. Nursing students, EMS students, and athletes must notify the department prior to withdrawing. Once the complete withdrawal has been processed, the student will not be allowed to register again during the term of withdrawal.

2. **Withdrawal from a Class**

From the end of the drop/add period until the withdrawal deadline, which is published in the College calendar, students may withdraw from all but one class online. *To withdraw from the last remaining class*, students go to the Admissions and Records Office on any campus to complete the withdrawal form, email a request to admissions@gadsdenstate.edu, or call the office at 256-439-6911. Nursing students, EMS students, and athletes must notify the department prior to withdrawing. Withdrawn grades ("W") will be assigned for classes in which students officially withdraw during that time.

Withdrawal Procedures

1. **Withdrawal from the College**

For grading purposes, a student must request the withdrawal before the posted deadline to avoid academic penalty. If the student requests the withdrawal after the published deadline, the unofficial withdrawal is coded in SFAWDRL (Banner withdrawal calculation form) for financial aid purposes only.

A student may request a complete withdrawal via three methods.

Email:

A student may send an email from his/her GSCC email account requesting a complete withdrawal. If the email is sent from his/her personal email account and he/she cannot submit the request from his/her GSCC account, the student's identity must be verified by confirming the email address is on his/her GSCC student record.

Phone:

A student may request to withdraw verbally by phone. The student's identity must be verified first by utilizing the appropriate verification procedures. The student will be asked to send an email confirmation from his/her GSCC email. (However, this is not required if the student is unable to complete the confirmation process.) The record processor will complete the verbal withdrawal request form for documentation purposes.

In Person:

A student may complete the withdrawal request form in person once his/her identity has been verified.

Special Program Notification:

Nursing students, EMS students, and athletes must notify the department prior to requesting a withdrawal.

Requests Before Deadline:

The processor will document the request and process the withdrawal in SFAREGS (Banner registration form) and

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in SFAWDRL (Banner withdrawal calculation form) using the "WS" (Withdrawn Student) status and initial request date. The student will receive the applicable "W" – Withdrawn grade(s).

Requests After Deadline:

The processor will document the withdrawal request in SFAREGS (Registration screen) and SFAWDRL (Withdrawal calculation screen) using the "UW" (Unofficial Withdrawal) status and date of the initial request. The student will receive the applicable grade earned.

Once the complete withdrawal has been processed, the student will not be allowed to register again during the term of withdrawal. Documentation of the request will be scanned into the student's file.

2. Withdrawal from a Course

To receive a "W" grade, students must request a course withdrawal before the posted deadline.

Students may withdraw from a course or multiple courses (except his/her last course) online through Self-Service Banner. (See above procedures for complete withdrawal.)

Special Program Notification:

Nursing students, EMS students, and athletes must notify the department prior to requesting a withdrawal.

Once the withdrawal has been processed, an email confirmation is sent to the student and course instructor.