

## **Withdrawal Policy**

***Savannah State is not obligated to drop students for failure to attend classes. It is the student's obligation to drop classes, and students' failure to officially drop or withdraw may precipitate financial and academic consequences.***

### **Limits on Withdrawals with a Grade of W**

Students are allowed to withdraw with a "W" a maximum of six times as an undergraduate at Savannah State University, excluding hardship and military withdrawals.

**After the second week of classes and prior to the midterm:** Students may withdraw from a class or classes using the online registration system in PAWS. Students will automatically receive a "W", if they have not exceeded the number of "W's". Any student having exceeded six withdrawals will automatically receive "WF". "W" and "WF" will appear on the student's transcript; however, a "WF" is treated as an "F" for GPA calculation purposes.

It is possible that a student will withdraw from more than one class in a particular semester and not have enough "W's" left to use a "W". 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" and 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 Academic Affairs to shift the W from one class to another. Such requests must be made no later than the end of the current semester in which the student withdrew from the classes. (Whether a student is enrolled in the current semester in which the student withdrew from the classes does not change this time limit.) Students may not shift Ws between semesters.

Types of withdrawals:

- a. Withdrawal before midterm (W)
- b. Withdrawal after midterm (WF)
- c. Hardship withdrawals (WH)
- d. Military Withdrawal (WM)
- e. Non-academic withdrawal for Administrative Cause (AW)

### **Hardship Withdrawal from the University**

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 have supporting documents to receive a hardship withdrawal.

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 applies to all courses taken in a semester. Students requesting a hardship withdrawal must provide documentation to justify such a withdrawal. If a student is granted a hardship withdrawal, 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.

### **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 Office of Academic Affairs. 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. 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.

### **Non-Academic Withdrawal for Administrative Cause:**

In the judgment of the authorized University officials, 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 and privileges 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 due process 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 midterm "W" and a "WF" if they are withdrawn after the midterm.