TO THE STUDENT: This form **WILL NOT** be accepted by the Registrar’s Office after the last day of classes. 
*Please note! The Registrar’s Office will only process this form for the current term, not a past term.*

1. Withdrawing from a course without penalty after the last day to withdraw without academic penalty is rarely approved. A student who withdraws completely from school is normally assigned a “W” grade for each course that he/she is passing and a “WF” grade for each course that he/she is failing. To withdraw from school, complete the online Voluntary Cancellation/Withdrawal form: http://em.georgiasouthern.edu/registrar/students/forms

2. For a student to withdraw without penalty from an individual course after the last day to withdraw without penalty, the Instructor must certify all four of the conditions below and recommend the student withdraw the course. If a student is withdrawing from more than one course, the Registrar’s Office recommends a complete withdrawal from school.

**STUDENT’S JUSTIFICATION:**

TO THE INSTRUCTOR: Students are permitted to withdraw from a course without penalty anytime before the last day to withdraw without academic penalty, but rarely afterwards. This petition should be used only if the student has a non-academic reason as to why he/she is needing to withdraw from the course after the last day to withdraw without academic penalty. The petition will be considered by your Department Chair and Dean only upon your certifying all of the following:

1. All work was up-to-date on the last day to withdraw without academic penalty.
2. The work was of passing quality up to the last day to withdraw without academic penalty.
3. Attendance was satisfactory up to the last day to withdraw without academic penalty.
4. The factors justifying withdrawal are essentially non-academic and developed after the last day to withdraw without academic penalty.

I recommend an exception to the Board of Regents’ policy in this particular case. ☐ YES or ☐ NO

*Instructor’s Signature ______________________ Date __________

**INSTRUCTOR’S COMMENTS:**

* Instructor, take this form to your Department Chair and College Dean if you have signed above and approved/denied this student’s withdrawal. If the student above is needing to withdraw from your course for medical reasons, send him/her to the Counseling Center on campus for assistance with processing a medical withdrawal.

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☐ Approved ☐ Denied  Department Chair’s Signature __________________________ Date __________

☐ Approved ☐ Denied  *Dean’s Signature __________________________ Date __________

*The Dean’s Office must return this form to the Registrar’s Office. This form **WILL NOT** be accepted from the student!

Revised May 2014