

Policy Source: Gwinnett Tech	Owner: Vice President for Academic Affairs	Effective: 1/17
Division: Academic Affairs	Reviewed Date: 6/2005, 2/2010, 6/2011, 9/2015, 1/2017, 5/2019 Revised: 5/2019, 12/2020	

5.1.15 GT Withdrawal Process

Each semester, students' class schedules become official upon payment of required fees (either by the student or by award of financial aid). Students who drop a class during the drop/add period (on or before the third day of the semester for a full semester class, term B, or on or before the second day of the term for a term C class) will be removed from the class roll, and the course will not show on the student's academic record. The College issues a 100% refund for classes dropped during the drop/add period of the term.

Thereafter, students may officially withdraw from a course without academic penalty by the designated withdrawal date for the semester and receive a "W" grade for the course. The "W" grade is not computed in the student's grade point average, but does count in terms of financial aid eligibility. To officially withdraw from a course, students must complete a Notice of Withdrawal form with an enrollment advisor in the Enrollment Support Center. Students who must withdraw from all classes will have to do so in person. There is no refund for classes withdrawn after the drop/add period of the term.

Students who withdraw after the designated withdrawal date for the semester will receive a "WF" grade, unless a "W" grade is approved by the Division of Academic Affairs through the [appeal process for hardship withdrawal](#). Students must complete a Notice of Withdrawal form as above. A "WF" grade is computed in the student's grade point average as a failing grade and counts toward the student's financial aid eligibility.

Hardship Withdrawal Appeal

Students have the right to appeal for a Hardship Withdrawal with the Academic Affairs Office. Consideration of a Hardship Withdrawal is limited to certain criteria which may include, but are not limited to: hospitalization of the student, the death of an immediate family member during the semester of the withdrawal, or the student being assigned to active military duty or jury duty for more than three consecutive days during the term. The student must have withdrawn from, or failed, all courses in the affected term for the appeal to be considered. The appeal must be submitted through the Gwinnett Technical College, Report-A-Concern link (located on the main GwinnettTech.edu webpage) no later than one week into the following term. All decisions on appeals of hardship withdrawals rendered by the Academic Affairs Office shall be final.