



# ATHENS STATE UNIVERSITY

## Withdrawing from a Class

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*Important Notice: **Dropping a class and withdrawing from a class are not the same.** There can be significant impacts when you drop or withdraw from a class. Be sure you fully understand the outcome of dropping or withdrawing from a course.*

### Drop

A class drop happens during the scheduled registration period for a given semester which is published in the [Important Dates](#)<sup>1</sup>. After the semester begins, there is a period of time at the beginning of the term called Add/Drop Week. The last day of Add/Drop Week is the last opportunity to drop a class to receive a 100% refund. After the last published date for Add/Drop Week, the “drop” option is no longer available. From that point forward, up to the last published date before finals begin, it becomes a “withdrawal.” A class drop and withdrawal are not the same.

### Withdrawal

A class withdrawal only happens during a specific date range for a given semester which is published in the [Important Dates](#)<sup>2</sup>. The withdrawal appears on the student’s transcript and the student remain 100% financially liable for tuition and fees ([Withdrawal Policy](#)<sup>3</sup>).

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<sup>1</sup> <https://www.athens.edu/admissions/tuition/important-dates/>

<sup>2</sup> <https://www.athens.edu/admissions/tuition/important-dates/>

<sup>3</sup> <https://www.athens.edu/admissions/financial-aid/impact-of-withdrawal/>

## Impact for a Student Receiving Federal Financial Aid

Every semester, federal financial aid is earned by completing your coursework. Your federal aid will not be earned if you withdraw from all your classes before the 60.01% completion [financial aid semester published date](#).<sup>4</sup> Per federal guidelines, federal aid is sent back to the federal government. Therefore, the student remains financially liable to Athens State for tuition and fees. If you receive federal financial aid, be sure to understand the [impact of a withdrawal on financial aid](#).<sup>5</sup>

### Where to Go

1. Go to <http://www.athens.edu> and log into the “myAthens Portal” from the link at the top or bottom of the page
2. Select “MyAthens Self Service” from the menu
3. From your “Student Profile” click “Registration and Planning”
4. Click “Register for Classes”

### To Withdraw from a Class

- Withdraw is only available until the last date published for the term listed in the [Important Dates](#)<sup>6</sup>
- Select the correct term
- Under “Summary” you will see the current class(es) you are registered for
- For the class you seek to withdraw from, select “Withdraw”
- You must click “Submit” to complete the process, when complete you will see the course now says “Withdrawn”

<sup>4</sup> <https://www.athens.edu/admissions/tuition/important-dates/>

<sup>5</sup> <https://www.athens.edu/admissions/financial-aid/impact-of-withdrawal/>

<sup>6</sup> <https://www.athens.edu/admissions/tuition/important-dates/>

## Hold on Student Account

If there is a hold on your account that prevents a drop or withdrawal, an email can be sent to [withdrawal.drop@athens.edu](mailto:withdrawal.drop@athens.edu).<sup>7</sup> The email must come from your Athens.edu student email, include your student ID, and the course CRN.

*Note: Your Degree Works plan of study will reflect your schedule modifications the next day.*

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<sup>7</sup> [withdrawal.drop@athens.edu](mailto:withdrawal.drop@athens.edu)