



Policy Number: II.12
Policy Level: Operating Policy
Originally Issued: March 13, 2013
Implementation Date: August 19, 2013
Revised: January 13, 2016
Reviewed: February 12, 2019
Reviewed: April 4, 2022
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Revised: March 17, 2025
Policy Owner: Provost/ VP Academic Affairs and Student Services
Policy Implementation: Registrar

Withdrawal from Courses

I. Policy Statement and Purpose

In accordance with Athens State University's educational mission, this policy establishes the standards for official withdrawal from courses at Athens State University. These standards are based on comparable practices at other institutions of higher education and also recognize the unique status of the University as an upper-division institution.

II. Prior to Course Withdrawal

Special regulations pertain to students receiving veteran's benefits or financial aid: those individuals must confer with the Veteran's Affairs school certifying official or the Director of Student Financial Aid prior to initiating a withdrawal action.

All students are strongly encouraged to contact their academic advisor before withdrawing from any courses. Withdrawal from a course may affect progress through the curriculum and impact program completion.

III. Withdrawal from a Course

Any student may officially withdraw from an individual course **before** the date of the first day of final exams as published in the academic schedule for the semester or term of enrollment.

Any student who officially withdraws from a course after the late registration/change of schedule period but before the first day of final exams will be assigned a grade of "W" for the course and the grade will be entered on the Athens State transcript. However, no permanent notation is made for courses "dropped" during the late registration/change of schedule period. A "W" grade will **not** be assigned after the withdrawal deadline.

Absence from a course does not constitute an official withdrawal. Any student enrolled in a course that stops attending and does not officially withdraw will receive a grade of "F". Under no circumstances will a grade of "W" be changed to a grade, or a final grade be changed to a "W."

All students **must** process official withdrawals using the procedure established by the Office of Admissions and published on the University website. Failure to do so may result in a failing grade for a course.



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IV. Extenuating Circumstances Withdrawal

Students who experience an unexpected occurrence that interferes with their ability to complete their coursework in a given term may petition for an Extenuating Circumstances Withdrawal by submitting the [Extenuating Circumstances Withdrawal Request](#), through the Office of the Registrar (registrar@athens.edu). These circumstances must be non-academic in nature. Withdrawals will only be granted in situations such as a prolonged illness, serious accident, family emergency, or other similarly significant personal matters. These are considered extenuating circumstances and must be fully documented as part of the appeal. These extenuating circumstances must occur after the withdrawal deadline for the semester.

V. Responsibility for this Operating Policy

A. Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Provost/Vice President for Academic Affairs and Student Services as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Faculty Senate and the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

B. Responsibility for Policy Implementation

The President has assigned the responsibility of implementing this policy to the Registrar, under the direction of the Provost/Vice President for Academic Affairs and Student Services