

COMPLETE WITHDRAWAL FORM

Information:

Name

Gwid

Semester/Year

Withdraw:

To drop or withdraw from **some** of your courses, complete the *Registration Transaction Form*. If you are withdrawing from **all** of your courses this semester, follow these steps:

1. Fill out the *Complete Withdrawal Form*
 - a. All requests for complete withdrawals through the end of the eighth week of classes should be sent to the Office of the Registrar.
 - b. To withdraw from all classes without academic penalty after the eighth week of classes, students must petition their Dean and receive written permission. The *Complete Withdrawal Form* and petition should be sent to the Dean of the school or college in which you are enrolled.
2. If you withdraw during the first four weeks of classes and you plan to return to GW to complete your degree or program, you should register for a Leave of Absence for the semester in which you are completely withdrawing in order to maintain your active student status. Students must contact their Dean to request and have approval granted for a leave of absence for current and subsequent semesters.
3. Complete the *Tell us why you are leaving* form online
 - a. For Undergraduates: www.gwu.edu/ugradexit
 - b. For Graduate Students: www.gwu.edu/gradexit
4. To ensure that your withdrawal is complete, make sure that you contact all offices that need to be informed of your leaving. The following is a partial list of offices that you may need to contact: Student Financial Assistance, Student Accounts, GW Housing, International Services Office, and Veteran Services. Failure to do so may result in you incurring additional expenses.
5. Update your permanent address in GWeb at <http://banweb.gwu.edu>.

CRN	Dept Abbrev	Course #	Section	Credits Hrs	Title

Signature and Date:

Student Signature

Date

Dean's Signature (Required after 8th week)

Date

Effective Date (affects refund rate)

THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON, DC

Office of the
Registrar

Colonial Central
800 21st St., NW
Marvin Center
Ground Floor
Washington, DC
20052

Phone:
(202) 994-4900

Fax:
(202) 994-3445

Email:
registrar@gwu.edu