

# COMPLETE DROP/WITHDRAWAL FORM

## GENERAL INFORMATION

Name	GWID	School	Major
GW Email	Phone Number	Semester	Year

1. Courses dropped prior to the start of the semester (before the first day of classes) will have **100% of the tuition charges canceled**. Courses dropped beginning the first day of classes are subject to the [university refund schedule](#), which governs the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal.
2. If you are attempting to drop all courses **before the 4<sup>th</sup> week** of classes, during the fall or spring term, and you plan to return to GW to complete your degree, you should also complete the [Leave of Absence](#) form for the semester in which you are completely dropping in order to maintain your active student status.
3. If you complete this form **after the 4<sup>th</sup> week and before the 10<sup>th</sup> week of classes** during the fall or spring term you will be **withdrawn** from all your classes and receive a "W" on your transcript.
4. Complete the Withdrawal Survey at <http://go.gwu.edu/withdrawalsurvey>
5. Submit this form to your advising office.

### Choose one of the following:

- I am requesting to withdraw (drop) all my course for this semester and planning to return to the university and will submit the [Leave of Absence](#) form as needed.  
Expected semester of return:
- I am requesting to withdraw (drop) all my course for this semester and do not plan on returning to the university in the future.

## SIGNATURE AND DATE

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School Approval*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Effective Date*