

COMPLETE WITHDRAWAL FORM

The George Washington University
 Office of the Registrar @
 Colonial Central
 Marvin Center Ground Floor
 Phone: (202) 994-4900
 Fax: (202) 994-4448

SUBMISSION INSTRUCTIONS THROUGH THE END OF THE 8th WEEK OF CLASSES:

If you are submitting your request in person, please visit the Office of the Registrar @ Colonial Central, on the Ground Floor of the Marvin Center on 21st Street NW.

If you are mailing your request, please submit it to:
 Office of the Registrar, 2121 I Street NW, Suite 101, Washington, DC 20052

Semester/Year: _____

Name: _____

GWid: _____

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. Through the end of the 8th week of classes: All requests for complete withdrawals through the end of the 8th week of classes should be sent to the Office of the Registrar
 - b. After the 8th week of classes: To withdraw from all classes without academic penalty after the 8th 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: <http://www.gwu.edu/ugradexit>
 - b. For Graduate Students: <http://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, Students Accounts, Housing Services, International Services, and Veteran Services. Failure to do so may result in your incurring additional expenses.
5. Update your permanent address in GWeb

CRN	Dept Abbrev	Course #	Section	Credits Hrs	Title

Student Signature: _____
 Today's Date: _____

Dean's Signature: _____
 (Required after 8th week) Date: _____
 Effective Date (affects refund rate): _____