Withdrawals are different from drops. A DROP refers to an individual course or two; a WITHDRAWAL means the student is leaving the university during a semester. There are several ways a student can withdraw from the university during a semester: withdrawal; medical withdrawal; psychological withdrawal; administrative withdrawal. WITHDRAWALS MAY NOT BE DONE RETROACTIVELY! The explanation and processes are below. NOTE: Students who receive financial aid of any kind or who live in housing should contact those offices PRIOR to withdrawing from school!

**“On-time” Withdrawal**
A student may withdraw without academic penalty during the first 9 weeks of the semester. In order to officially withdraw, the student must notify the Registrar’s Office. For this type of withdrawal, all courses are given a “W” as a grade. This does not affect GPA. These withdrawals may be for any reason and students may withdraw any number of times—although this will look suspicious on a transcript if used too many times. Students should contact Martha Wilson in the Registrar’s Office to officially withdraw. (If students DO NOT officially withdraw and just walk away from their classes, they will fail their courses for the semester.)

**Late Withdrawal**
After the end of the first 9 weeks, a student may still withdraw; however, a grade of “WF” (withdraw failing) or “WU” (withdraw unsatisfactory) will be posted for each course. A “WF” affects the GPA just as an “F” does. The student should contact Martha Wilson in the Registrar’s Office to officially withdraw. There are three exceptions to this policy: Medical Withdrawal, Psychological Withdrawal, and Administrative Withdrawal.

**Medical Withdrawal**
A student can petition for withdrawal without academic penalty for compelling medical reasons. Students seeking a medical withdrawal should contact Student Health Services. Medical documentation MUST be provided to substantiate the necessity for a medical withdrawal. If the student cannot produce sufficient proof that he/she has been ill for a significant part of the semester, medical withdrawal will be unlikely. After receiving a medical withdrawal, registration for the next semester CANNOT be completed until sufficient proof has been provided to Student Health Services that the student is healthy enough to return to school. Medical withdrawals cannot be given retroactively.

**Psychological Withdrawal**
A student can petition for withdrawal without academic penalty for compelling psychological reasons. Students seeking a psychological withdrawal should contact the Counseling & Psychological Services Center. These withdrawals are granted to students whose emotional distress is so severe that they are unable to address the requirements of the academic environment. Students who receive a psychological withdrawal must remain out of school a minimum of six months and receive treatment by a licensed professional. Students must then meet certain requirements to return to the university. They should contact the Counseling & Psychological Services Center to find the requirements. Psychological withdrawals cannot be given retroactively.

**Administrative Withdrawal**
Students who have severe extenuating circumstances that do not fit the above categories can petition the Dean of Students for a withdrawal after the end of the 9th week. The Dean of Students can approve an administrative withdrawal in very serious cases. Additionally, administrative withdrawals are used for the Office of Student Conduct in cases where students must be removed from campus for conduct issues.

http://cas.appstate.edu/students/faculty-advisors