



# SGC

## South Georgia College

**Office of the Registrar**  
 100 West College Park Drive • Douglas, Georgia 31533  
 912-260-4406 • 1-800-342-6364 (Toll Free in GA)  
 912-260-4455 (fax)  
 email: registrar@sgc.edu  
 Engram Hall

### WITHDRAWAL FORM

This form is to be completed by a student planning to withdraw from one or more classes.

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Term: \_\_\_\_\_

- Are you an SGC intercollegiate athlete? Yes \_\_\_ No \_\_\_  
 Do you reside on campus in a residence hall? Yes \_\_\_ No \_\_\_  
 Are you receiving VA benefits this term? Yes \_\_\_ No \_\_\_  
 Have you received a Direct Loan while in attendance? Yes \_\_\_ No \_\_\_

**I request to be withdrawn from:**

\_\_\_\_\_ All my courses this term.

\_\_\_\_\_ The course(s) listed below:

Course Prefix Ex. ENGL	Course Number 1101	Course Sort Number 80168	Instructor Smith

Reason for withdrawal: \_\_\_\_\_

**I understand the following:**

1. It is the student's responsibility to initiate withdrawal from one or more classes. The student is urged to seek information about the advisability of withdrawing from a class.
2. After the drop/add period, there is no refund for partial reduction of hours.
3. Withdrawal after mid-term results in a grade of WF. To appeal for a Hardship Withdrawal, the student must contact the Office of Student Success in Richey Hall (912-260-4427) for the proper form and procedure.
4. It is to the student's advantage to meet with a financial aid advisor before withdrawing. Withdrawal may affect the student's eligibility for financial aid this semester and in the future. Students receiving financial aid are responsible for repaying unearned grant and loan funds received.
5. All financial obligations to the College (including Library, Housing, Fines, etc.) must be met before the student may register for another term. These obligations must be met before transcripts will be released.
6. Withdrawal from Learning Support classes may result in the student being withdrawn from all classes.
7. Course withdrawals show up on the official academic transcript and count as part of the hours attempted.
8. Withdrawing from classes may postpone the student's graduation date.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

To be completed by Registrar's Office:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_