Emergency Withdrawal Policy

Students may request an Emergency Withdrawal when a non-academic emergency situation occurs, which prevents them from completing their coursework (e.g. severe medical problems, traumatic events) and when the timing or nature of the emergency prevents them from voluntarily withdrawing from their classes. Emergency Withdrawals are subject to the following restrictions:

1. Students must initiate an application for Emergency Withdrawal no later than two academic years after the semester in which the courses were taken.
2. Students may request an Emergency Withdrawal in a maximum of two semesters of their enrollment at GSU.
3. Students may not request an Emergency Withdrawal after degree conferral.

An Emergency Withdrawal normally applies to all of your courses for the semester, but in exceptional cases, an Emergency Withdrawal may be granted for some but not all of a student’s courses. Students requesting a partial Emergency Withdrawal, must clearly outline and explain how and/or why their non-academic emergency impacted only a portion of their coursework. The Office of the Dean of Students, the Emergency Withdrawal Committee and/or the Emergency Withdrawal Appeals/Petitions Committee is very selective in granting partial Emergency Withdrawals.

Voluntary Withdrawal Policy

Prior to seeking an Emergency Withdrawal, students are encouraged to read the section 1332.40 of the Undergraduate Catalog and section 1314.10 of the Graduate Catalog to see if a Voluntary Withdrawal from courses is more appropriate in their situation. As part of the Emergency Withdrawal process, the Office of the Dean of Students, the Emergency Withdrawal Committee, and the Emergency Withdrawal Appeals and Petitions Committee will consider whether the student had the ability to voluntarily withdraw from courses prior to the semester midpoint.

Emergency Withdrawal Process Overview

Decisions regarding Emergency Withdrawal requests within the Same Semester of enrollment and prior to the start of the subsequent term are made by the Office of the Dean of Students on a rolling basis. A representative of the Office of the Dean of Students will meet with students requesting a Same Semester Emergency Withdrawal. The meeting provides an opportunity for the student to explain their non-academic emergency and receive immediate assistance and/or advisement if necessary. Completed applications, personal statements, and supporting documents should be submitted to the Office of the Dean of Students, located in Suite 300 of the Student Center or by mail. Faxed or emailed applications are not accepted.

Decisions regarding Emergency Withdrawal requests Within Two Academic Years after the semester in which the courses were taken shall be made once a month by the Emergency Withdrawal Committee. To have your case reviewed in a particular month, you must submit your information on or before the 1st Friday of the month. Completed applications, personal statements, and supporting documents should be submitted to the Office of the Dean of Students, located in Suite 300 of the Student Center or by mail. Faxed or emailed applications are not accepted.

The Office of the Dean of Students and the Emergency Withdrawal Committee are not authorized to grant exceptions to the three Emergency Withdrawal Policy restrictions.

To request a waiver of one or more of the Emergency Withdrawal Policy Restrictions you must submit a petition to be reviewed by the Emergency Withdrawal Appeals and Petitions Committee. The Emergency Withdrawal Appeals and Petitions Committee meets once a month. To have your petition reviewed in a particular month, you must submit your petition on or before the 1st Friday of the month. Completed petition forms, petition rationale statement, and documents supporting your rationale for a waiver should be submitted to the Office of the Dean of Students, located in Suite 300 of the Student Center or by mail. Faxed or emailed applications are not accepted.
Office of the Dean of Students

EMERGENCY WITHDRAWAL

Personal Statement of Emergency

In addition to completing an application for Emergency Withdrawal, you are required to type & sign a personal statement. Your statement of emergency is your opportunity to explain the following:

1. The nature of your emergency situation;
2. The dates of your emergency;
3. How you were prevented from completing your coursework;
4. How the timing or nature of your emergency situation prevented you from voluntarily withdrawing from your courses.

In addition, you must provide official documentation that supports and is consistent with your personal statement of emergency.

Examples of Emergency Withdrawal Documentation

Medical emergencies require type-written correspondence on office letterhead from a physician, psychologist, psychiatrist, or any licensed healthcare professional should be submitted as part of your documentation. The letter should include the dates for which you were under the medical professional’s care, a statement of how your illness/condition interfered with the completion of your coursework, and the name/title/phone number of the office representative who can verify the authenticity of the letter.

Family emergencies require official and/or notarized forms, documents, or correspondence from a state agency, a governmental entity, or reputable business. For example, death of a close family relative requires a death certificate and/or obituary with the name/date of the publication.

Financial emergencies require the student’s employer or supervisor to document the mandatory change(s), the date of the change, and the organizational representative who can verify the circumstances of the mandatory job change, preferably a human resources professional.

Requests for a partial Emergency Withdrawal in some but not all of your courses, require documentation to demonstrate how your emergency situation impacted some but not all of your courses.

Appealing a Decision of the Dean of Students or Emergency Withdrawal Committee

Appeals of the decision of the Office of the Dean of Students or the Emergency Withdrawal Committee are considered by the Emergency Withdrawal Appeal/ Petition Committee. Students must submit their appeal within 90 business days of the original decision. The instructor of the course(s) in question shall be contacted, by the Office of the Dean of Students, in advance of the Committee’s meeting, and be offered an opportunity to provide a letter to the Committee stating anything the instructor believes is relevant to the case. To submit your appeal, the following items are needed:

1. A separate intent to appeal statement that specifically addresses the issues articulated in the initial decision (e.g. dates of the documentation do not match the emergency).
2. Any additional documentation that supports your appeal must also be provided.

Appeals should be submitted to the Office of the Dean of Students, located in Suite 300 of the Student Center or by mail. Faxed applications are not accepted.

Appealing a Decision of the Emergency Withdrawal Appeal/ Petitions Committee

Appeals of the decision of the Emergency Withdrawal Appeal/ Petition Committee are considered by the Provost. Students must submit their appeal within 10 business days of the original decision. To submit your appeal, the following items are needed:

1. A separate intent to appeal statement that specifically addresses the issues raised by the initial decision.
2. Any additional documentation that supports your appeal must also be provided.

Appeals of the Emergency Withdrawal Appeals and Petitions Committee should be submitted to Dr. Edgar Torbert, Assistant to the Provost, Georgia State University, P.O. Box 3999, Atlanta, GA 30302-3999.
General Information

Petitions/ Appeals:
If the Emergency Withdrawal Appeals/ Petitions Committee is considering granting a waiver to one or more of the Emergency Withdrawal policy restriction(s), the instructor of the course(s) in question shall be contacted by the Dean of Students in advance of the Committee’s meeting, and offered the opportunity to provide a letter to the Committee stating anything the instructor believes is relevant to the case.

Emergency Withdrawal Grades:
If a student is granted an Emergency Withdrawal, “W” grades will be automatically awarded. Grades of “W” as a result of the Emergency Withdrawal process do not count against a student’s Voluntary Withdrawal limit. Appeals of the automatic award of a “W” grade may be initiated by either the faculty or the student involved in the case and will be considered by the Provost.

Financial Aid:
Students requesting an Emergency Withdrawal should consult with the Office of Financial Aid to identify the impact of a Withdrawal on their Student Account.

Review Timeline:
Typically, students are notified within 15 business days of the decision regarding their case. The Office of the Dean of Students notifies the Office of the Registrar within 15 business days of the decision regarding a student’s case. If a request for Emergency Withdrawal has been approved, the student can anticipate their record to reflect Emergency Withdrawal within 15 business days of the Registrar’s notification.

Student Success Strategies (proactive approaches to prevent withdrawal):
• When registering for classes for the term, consider personal responsibilities and course demands in order to set a balanced and manageable schedule.
• Familiarize yourself with your syllabi so that you have a clear understanding of instructor/course expectations.
• Get in the habit of communicating with your professors; any difficulties in class or challenges outside of the classroom may be resolved/addressed by talking with your instructors about how to improve your classroom performance.
• Develop support systems with classmates.
• Be resourceful and seek assistance when needed (e.g., Counseling Center, Student Advisement, Student Support Services, and African-American Student Services & Programs).
• During mid-point week, meet with your instructors, assess your academic standing in all courses, and make adjustments accordingly.
• If you have completed the majority of your course requirements and something unexpected happens, confer with your instructor about receiving a grade of “incomplete.” For more information regarding the Georgia State University grading system please see section 1350 of the Undergraduate Catalog or section 1328 of the Graduate Catalog.