

Emergency WITHDRAWAL Information Sheet 2015-2016

Emergency Withdrawal Policy

Students may request an Emergency Withdrawal

- when a non-academic emergency situation occurs which prevents them from completing their course work (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:

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

How to Apply

1. Read this Emergency Withdrawal Information Sheet completely. You are responsible for reading and understanding the Emergency Withdrawal Policy before submitting an application.
2. Complete the Emergency Withdrawal Application Form. Read and initial the Emergency Withdrawal Acknowledgements Section on the form.
3. On a separate sheet of paper, type and sign a personal statement of emergency. The following questions should be answered in your personal statement of emergency:
 - What is the nature of your emergency situation?
 - On which date(s) did your emergency situation occur?
 - How did your emergency situation prevent you from completing your coursework?
 - How did the timing and/or nature of your emergency prevent you from voluntarily withdrawing from your classes?
4. Submit official documentation that supports your personal statement of emergency.
5. Submit all items as a complete application packet to the Office of the Dean of Students, located in Student Center-East, Suite 303 or by mail to P.O. Box 3973, Atlanta, GA 30302-3973. Faxed and emailed applications are **not** accepted. Partial Application packets are **not** accepted.

Application Deadline:

Current semester request must be submitted prior to the start of the next semester. All other requests should be submitted by the first Friday of the month to be reviewed that month.

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Policy and Process Information

Emergency occurred prior to the midpoint/last day to withdraw

Students are expected to voluntarily withdraw from their classes if an emergency occurs prior to the midpoint of the semester, regardless of the reason for the withdrawal. Whether you had the ability to voluntarily withdraw from classes prior to the semester midpoint will be considered in determining the approval of an Emergency Withdrawal request. If you cannot withdraw due to a hold, visit the Office of Enrollment Services for assistance. See section 1332.40 of the *Undergraduate Catalog* and section 1314.10 of the *Graduate Catalog* for the Voluntary Withdrawal Policy.

Requests for partial withdrawal

An Emergency Withdrawal normally applies to all courses for the semester, but in exceptional cases, an Emergency Withdrawal may be granted for some but not all of the courses. To have a request for a partial withdrawal considered, you must clearly explain **and** demonstrate through documentation how and/or why your non-academic emergency impacted only a portion of your coursework.

Required Documentation

Submit official documentation that confirms the emergency that occurred during the semester(s) for which you are requesting withdrawal and supports your personal statement of emergency. Examples of Emergency Withdrawal Documentation include:

- Type-written correspondence on office letterhead from a licensed healthcare professional (i.e. physician, psychologist, psychiatrist). The letter should include the date(s) of your emergency, a statement of how your illness/injury interfered with the completion of your coursework, and the name, title and phone number of the office representative who can verify the authenticity of the letter.
- Official and/or notarized forms, documents, or correspondence from a state agency, a governmental entity, or reputable business.
- Death certificate, funeral program and/or obituary with the deceased name, date of death, and funeral home contact information.
- A letter from an employer or supervisor on company letterhead stating mandatory job change(s) and date(s) of the change(s). The letter should include the name, title and phone number of the company representative who can verify the authenticity of the letter, preferably a human resources professional.

All documentation is subject to verification by the Office of the Dean of Students. If false documentation or misrepresented information is submitted, you will be referred for an alleged violation of the Student Code of Conduct and your request will be denied.

Application Deadlines

- Requesting to withdraw from the current semester - completed application packets must be submitted prior to the start of the next semester. Applications are reviewed on a rolling basis in the Office of the Dean of Students.
- Requesting to withdraw from a past semester (including appeals and petitions) - completed application packets must be submitted on or before the 1st Friday of the month to be reviewed at that month's committee meeting. The actual committee meetings are not held on the deadline date.

Please note: Students must initiate an application for Emergency Withdrawal no later than two academic years after the semester in which the courses were taken.

Application Submission

In Person
Office of the Dean of Students
Student Center-East, Suite 303

By Mail
Office of the Dean of Students
P.O. Box 3973
Atlanta, GA 30302-3973

*****Faxed or emailed applications are NOT accepted*****

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Frequently Asked Questions

Is it guaranteed that my Emergency withdrawal will be approved?

There is no guarantee that an Emergency Withdrawal request will be granted. Request are reviewed on a case by case basis and must be supported by documentation to be considered for approval.

When will I receive a decision?

Decision letters are sent via email to your GSU email address. In cases where your GSU email address is no longer active, a decision letter is mailed to the postal address you list on your application form.

- Requesting to withdraw from the current semester – a decision letter will be sent approximately 15 business days of the application packet submission. Actual earned grades will appear on the semester report card. Grades will change to W approximately 20 business days of the following semester.
- Requesting to withdraw from a past semester (including appeals and petitions) – a decision letter will be sent approximately 15 business days after the committees' meetings. The meetings are typically held at the end of each month. Grades will be updated approximately 15 business days after the decision letter is sent.

How will my Financial Aid or Account Balance be impacted?

An Emergency Withdrawal is not intended to clear or decrease your account balance, entitle you to receive a refund, or cancel your obligation to repay tuition & fees and/or awarded financial aid for the semester in which you receive a withdrawal. Students requesting an Emergency Withdrawal should consult with the Office of Enrollment Services to identify the impact of a Withdrawal on their Student Account and/or eligibility to receive Financial Aid in subsequent Semesters.

What will happen to my grades?

If an Emergency Withdrawal request is granted, your grade(s) will be changed to W. If you have voluntarily withdrawn or have been administratively withdrawn for nonattendance or nonpayment, you are not eligible to receive an Emergency Withdrawal.

Grades of W that are granted due to receiving an Emergency Withdrawal, do not count against the 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.

Should I take my finals?

The Emergency Withdrawal Policy does not specify if a student should take final exams. However, the Emergency Withdrawal Policy states, in part, that students may request an Emergency Withdrawal when a non-academic emergency situation occurs which prevents them from completing their coursework.

Will my application be kept confidential/private?

The decision on your request is shared with the Office of the Registrar and your instructors for processing purposes. The nature of the emergency will be disclosed as "medical" when it applies. Your personal statement and documentation will not be shared outside of the Office of the Dean of Students unless you give permission or you pose an immediate threat to yourself or others. This includes, but is not limited to: family, friends, or university officials.

What is the difference between Emergency Withdrawal and Hardship Withdrawal?

The Hardship Withdrawal Policy was replaced by the Emergency Withdrawal Policy Fall Semester 2013. All applications including appeals and prior Hardship Withdrawal requests will be held to the Emergency Withdrawal Policy standards.

Am I required to sit out a semester/can I sit out a semester?

Students are not required to sit out a semester, however it is important to analyze your situation to determine the likelihood of your situation impacting classes the next semester. Please refer to the *University Catalog section 1170 Re-Entry Applicants*, which directs students to re-apply after a 3 semester absence. You are considered enrolled for the semester in which you receive an Emergency Withdrawal.

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Can I appeal the decision?

- **Appeals should be submitted within 90 business days of the original** decision (deadline date is noted on the decision letter). Your appeal should include a typed intent to appeal statement as well as any additional documentation that addresses your rationale for appealing the decision, and any new information that was not presented in your initial application. This will be your only opportunity to present new information and or documentation regarding the requested semester(s). Appeals should be submitted to the Office of the Dean of Students. 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.
- **Appeals of the decision of the Emergency Withdrawal Appeals and Petitions Committee must be submitted within 10 business days** of the Appeals Committee decision and will be considered by the Provost.
- **Appeals of the decision of the Provost must be submitted within 10 business days** of the Provost's decision and will be considered by the President.

Can I apply for a waiver to the policy restrictions?

To request a waiver of an Emergency Withdrawal Policy Restriction you must submit a petition which explains the extenuating circumstance(s) that prevented you from meeting the policy requirements. If your petition is approved, you can then submit a completed Emergency Withdrawal packet.

Relevant Resources

- **Incomplete Policy** - If you have completed the majority of your course requirements when an emergency occurs, confer with your instructor about receiving a grade of "incomplete." See section 1350 of the *Undergraduate Catalog* or section 1328 of the *Graduate Catalog* for more information.
- **Repeat-to-Replace Policy** - If you are applying for a partial withdrawal or do not believe the Emergency Withdrawal is appropriate for your situation, consider the Repeat-to-Replace Policy. This policy allows undergraduate students to repeat up to four courses for the purpose of replacing unwanted grades. See section 1350.25 of the *Undergraduate Catalog* for more information.
- **Office of Disability Services** - If you are experiencing an ongoing issue due a permanent disability, you may be eligible to receive assistance from the Office of Disability Services. The Office of Disability Services is located in the Student Center East, Suite 205 and can be reached at 404-413-1560.
- **Enrollment Services** - If you have questions about Financial Aid, tuition payments and refunds, voluntarily withdrawing, Repeat-to-Replace policy, or holds (immunization), visit the Office of Enrollment Services located in 227 Sparks Hall or call 404-413-2600.
- **Counseling and Testing Center** - This office provides individual counseling sessions, group counseling, couples counseling, and mind-body services free of charge to enrolled Georgia State University students. The Counseling and testing Center is located at 75 Piedmont Ave. (Citizen's Trust Building), Suite 200A and can be reached at 404-413-1640.
- **Student Health Clinic** - Clinical services are provided to currently enrolled students by experienced healthcare providers who provide triage, evaluation and treatment of medical problems, and physical exams. Same day appointments are available for urgent care needs. The Student Health Clinic is located at 141 Piedmont, Suite D and can be reached at 404-413-1953.
- **University Advisement Center** - your academic advisor can answers questions about your academic standing and eligibility to reenroll. The University Advisement Center is located at 25 Park Place, Suites 1300 and 1400 and can be reached at 404-413-2300.

If you would like to speak with someone about the Emergency Withdrawal process and/or policy, please contact the Office of the Dean of Students at 404-413-1515 to schedule an appointment.

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