



East Georgia State College  
 Office of the Registrar  
 131 College Circle  
 Swainsboro, GA 30401  
 Tel: (478)289-2014 Fax: (478)289-2140

# Schedule Adjustment Form

***\*Please Read this form in its entirety\****

*Students contemplating withdrawing from classes should first consult with their advisor/instructor.  
 All students withdrawing from classes or the institution must complete an official Registration Adjustment Form.  
**Failure to do so may result in an academic or financial aid penalty.***

**Financial Aid Student:**  Yes  No    **VA Student:**  Yes  No    **Housing Student:**  Yes  No    **Athlete:**  Yes  No

**EGCS Campus:**  Swainsboro     Statesboro     Augusta     Online    **Term:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
Last                      First                      M.I.

**Mailing Address:** \_\_\_\_\_  
Street                                      City                                      State                                      Zip Code

**Drop/Add**  
*The Drop/Add (schedule adjustment) period occurs from the beginning of registration for a particular term through the end of the first three days of the term, defined as including the first day through the third day. See the academic calendar for exact dates for each term. Dropping a course will remove the course from the student's schedule without academic penalty. Nothing will show on the student's transcript.*

Courses to Add		
CRN Number	Course Subject	Course Number

Courses to Drop		
CRN Number	Course Subject	Course Number

**Withdrawal**  
*A withdrawal at EGSC refers to an attempt to exit a course after the end of the Drop/Add (schedule adjustment) period. Withdrawals result in a grade of "W", "WM" or "WF," depending on the date that the withdrawal request is submitted to the registrar. A withdrawal may be for one or more courses or for all courses in which one is enrolled.*

Total Withdrawal     Course withdrawal     Military withdrawal (please attach documentation)

CRN Number	Course Subject	Course Number	Instructor's Signature

***For Online courses: An email from the instructor can be submitted in lieu of an instructor signature.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Financial Aid Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
 Housing Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
 Certifying VA Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Drop and Withdrawal Policy – *\*\*Please see the EGSC complete Drop and Withdrawal Policy [here](#)\*\****

EGSC distinguishes between:

- **Drop** of a course(s) during the Drop/Add (schedule adjustment) period (course removed from the student's schedule)
- **Withdrawal from a course(s)** after the Drop/Add period (schedule adjustment) period but **before** the Last Day to Withdraw Without Academic Penalty (**W**)
- **Withdrawal from a course(s)** after the Drop/Add (schedule adjustment) period and **after** the Last Day to withdraw Without Academic Penalty (**WF**)
- Withdrawal from all courses due to military orders (**WM**)
- **Hardship withdrawal** from all courses after the Drop/Add period (schedule adjustment period) and after the Last Day to Withdraw Without Academic Penalty (**W**).

## **Withdrawals**

A “withdrawal” at EGSC refers to an attempt to exit a course **after** the end of the Drop/Add (schedule adjustment) period. Withdrawals result in a grade of “W,” “WM” or “WF,” depending on the date that the withdrawal request is submitted to the registrar. A withdrawal may be for one or more courses or for all courses in which one is enrolled.

### A. Withdrawals from a Course(s)

*What is the Grade Given for Withdrawing from a Course(s) **On or Before** the Last Day to Withdraw Without Academic Penalty?*

Students who withdraw after the registration and Drop/Add (schedule adjustment) period ends but **before** the Last Day to Withdraw Without Academic Penalty (see Academic Calendar for the exact dates) will receive a grade of "W" in all courses in which they are enrolled and for which they request a withdrawal. “W” indicates a withdrawal with no penalty.

- The “W” does not count in the GPA
- The “W” will appear on the transcript

*What is the Grade Given for a Withdrawal from a Course(s) **After** the Last Day to Withdraw Without Academic Penalty?*

Students who withdraw from a course(s) **after** the Last Day to Withdraw Without Academic Penalty (see the Academic Calendar for the exact dates) will receive grade of "WF" in courses for which they request a withdrawal. “WF” indicates a withdrawal with penalty. The student is assigned an “F” for the course(s).

- The “WF” counts in the GPA as an “F.”
- The “WF” will appear on the transcript.

*What is the grade given for a withdrawal due to receipt of emergency orders to active duty in the military?*

Students who receive emergency orders to active duty in the military receive a **WM**. Students who receive a Military Withdrawal are withdrawn as of the first day of classes.

- The student will receive “WM” grades for all courses for which he/she registered.
- A “WM” appears on the transcript.
- A grade of WM entails no penalties that would ordinarily apply for federal or state aid. For example, the student does not have to pay back money already spent for books and fees, and a WM does not count against attempted hours for HOPE.