

**ATHENS STATE UNIVERSITY
OFFICE OF THE REGISTRAR
EXTENUATING CIRCUMSTANCES WITHDRAWAL REQUEST**

EFFECTIVE SEMESTER: _____ LAST DATE OF ATTENDANCE: _____

STUDENT NAME: _____ ID: _____

MAJOR: _____ ADVISOR: _____

COURSES(S) REQUESTED TO BE WITHDRAWN: _____

Please provide a thorough explanation of the extenuating circumstances that justify your request for a retroactive course withdrawal. Withdrawals may only be granted in situations such as a prolonged illness, serious accident, family emergency, or other similarly significant personal matters. Be sure to include relevant documentation to support your request. Requests must be submitted to the Office of the Registrar (registrar@athens.edu) as soon as possible, and no later than 30 days after the conclusion of the term in which you are requesting the withdrawal.

FINANCIAL AID: YES _____ NO _____

Students receiving financial aid and are withdrawing from the University should contact the Financial Aid office prior to withdrawing. Withdrawing may result in repayment of financial aid and a balance due on their account.

FEDERAL VA BENEFITS: YES _____ NO _____

Students receiving federal VA benefits should contact the Veterans Affairs office prior to withdrawing. Withdrawal from courses may result in an overpayment charge from the VA.

RESIDE IN THE DECATUR RESIDENCE HALL: YES _____ NO _____ INTERNATIONAL STUDENT: YES _____ NO _____

I acknowledge that requesting a withdrawal due to extenuating circumstances may impact my financial aid eligibility, tuition, and housing (if applicable). I also recognize that it is my responsibility to reach out to the relevant offices or departments to address these matters.

STUDENT'S SIGNATURE: _____

DATE: _____

REVIEWED BY SIGNATURE: _____

DATE: _____

Registrar

____ APPROVED ____ DENIED DATE: _____

OFFICE OF THE REGISTRAR USE ONLY

Email to: _____ Financial Aid _____ Veterans Affairs _____ Financial Affairs _____ Housing _____

Add notation to SPACMNT & upload form to Xtender _____ Process Date: _____

Revised 02/26/2025