



Policy Source: Gwinnett Tech	Owner: Vice President for Academic Affairs	Effective: 1/2017
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5.1.15 GT **Withdrawal Process**

Each semester, students' class schedules become official upon payment of required fees (either by the student or by award of financial aid). Students who drop a class during the drop/add period will be removed from the class roll, and the course will not show on the student's academic record. The College issues a 100% refund for classes dropped during the drop/add period of the term.

Thereafter, students may officially withdraw from a course without academic penalty by the designated withdrawal date for the semester and receive a "W" grade for the course. The "W" grade is not computed in the student's grade point average, but does count in terms of financial aid eligibility. To officially withdraw from a course, students can withdraw online or meet with an Enrollment Advisor in the Enrollment Support Center to fill out the appropriate forms. Students who must withdraw from all classes will have to do so in person at the Enrollment Support Center. There is no refund for classes withdrawn after the drop/add period of the term.

Students who are awarded financial aid should refer to the Return to Title IV Financial Aid Withdrawal Policy section of the Gwinnett Technical College Course Catalog and Student Handbook to determine the impact withdrawing from course may have on their financial aid.

Hardship Withdrawal Appeal

Students have the right to appeal for a Hardship Withdrawal with the Academic Affairs Office. A hardship withdrawal can only be requested after the designated withdrawal date posted on the College's Academic Calendar, found on the Gwinnett Technical College website. If a student wishes to withdraw prior to the designated withdrawal date, they must follow the Withdrawal Policy outlined in the Course Catalog and Student Handbook. It is the student's responsibility to withdraw officially in accordance with the College's regulations.

Consideration of a Hardship Withdrawal is limited to certain criteria which may include, but are not limited to:

- Hospitalization of the student during the semester of the withdrawal
- Death of an immediate family member (parent, sibling, spouse, or child) during the semester of the withdrawal
- Student assignment to active military duty during the semester of the withdrawal
- Jury duty for more than three consecutive days during the semester of the withdrawal

The student must have failed all courses in the affected term for the appeal to be considered. The appeal must be submitted through the Hardship Withdrawal Appeal form found on the Gwinnett Technical College, Report-A-Concern link (located on the main GwinnettTech.edu webpage) no later than one week into the following term. Appeals submitted outside of the designated timeframe, or for grades earned outside of the designated semester, are not eligible for consideration. The student must provide, and include, supporting documentation that can be verified by the College with their request. If the appeal is granted, a grade of "W" (withdrawal) will be assigned for the course(s). All decisions on appeals of hardship withdrawals rendered by the Academic Affairs Office shall be final.