Withdrawal from a Class

Students receiving financial aid who withdraw from class or stop attending class could have their financial aid decreased. **Students who never attend class are not eligible for federal financial aid.**

From the end of the drop/add period until the withdrawal deadline, which is published in the College calendar, students may withdraw a class. To withdraw from a class, students must go to the Admissions and Records Office on any campus to complete the withdrawal form, email a request to admissions@gadsdenstate.edu, from GSCC account, or call the office at 256-439-6911 or withdraw online. Withdrawn grades ("W") will be assigned for classes in which students officially withdraw during that time. Should students fail to complete the course withdrawal process, a failing grades ("F") will be assigned.

NOTICE:
- Financial aid awards will be based on enrollment and class attendance, as reported by instructors.
- The amount of financial aid for which students are eligible is determined based upon enrollment and attendance as of the 10th day of the full semester.
- If students add classes after the 10th day, the financial aid award amounts **are not guaranteed to increase**.
- If students withdraw prior to the 10th day, or add one or more classes after the 10th day, those classes **may not be included when determining the amount of financial aid for which students are eligible.**
- If students withdraw prior to the 10th day, financial aid **may be decreased**.

If financial aid awards are decreased, students may have to repay the College and/or the Department of Education all or part of their financial awards. Nonpayment of balances will prevent students from enrolling at Gadsden State or any other institution. In addition, students may be referred to a collection agency. For more information on the impact of withdrawals in respect to financial aid eligibility, please contact the Financial Aid Office.

NOTE: Athletes and Health Sciences students must notify their department prior to withdrawing from any class.

Withdrawal from the College

The student may withdraw completely from GSCC at any time through the last day to withdraw, specified in the College calendar. Forms can be obtained on any campus from the Admissions/Records Office, an email request may be sent to admissions@gadsdenstate.edu, from GSCC account, or you may call the office at 256-439-6911 or you may withdraw online after the drop/add period. During the drop/add period, students must request a complete withdrawal through the Office of Admissions and Records. Nursing students, EMS students, and athletes must contact the department for approval. Those departments will then notify the Registrar's office with an approval or denial of the withdrawal.   Once the complete withdrawal has been processed, the student will not be allowed to register again during the term of withdrawal. Should a student abandon any classes without officially withdrawing from the classes or from the College, the grade of "F" will be assigned.

A Return of Title IV calculation will be required for students receiving or eligible to receive financial aid. Refer to the section "Treatment of Financial Aid for Complete Withdrawal" for more information.

Administrative Withdrawal or Drop from a Course or the College

The College may drop or withdraw students from any course for the following reasons:
1. Failure to complete registration properly
2. Failure to fulfill conditions of registration if allowed to register on a conditional basis
3. Failure to pay applicable fees
4. Disciplinary action
5. Misrepresentation of required information
6. Failure to attend class

Schedule Change

After registering for classes, students may make changes in their schedule by adding and/or dropping classes either online through www.my.gadsdenstate.edu or in person at the Office of Admissions and Records during the published add/drop period.