

North Carolina Central University Withdrawal Form

IMPORTANT: Be advised that students are only allowed 16 hours of non-administrative withdrawals (W or WC). Administrative Withdrawals (WE) do not count towards the 16 hours (Undergraduate students only).

- Course withdrawals directly impact the student's inability to meet the University's Satisfactory Academic Progress Policy:
 - Undergraduate students must successfully pass 67% of annual attempted hours
 - Graduate and law students must successfully pass 75% of annual attempted hours
- Students must officially withdraw from the University to receive a refund of tuition and fees.
 - If a student officially withdraws prior to the end of the official drop/add, late registration period (the first seven days of the semester), all tuition and other fees will be refunded.
 - If a student officially withdraws after the end of the official drop/add, late registration period; the student's bill will be reduced on a prorated basis. (Please refer to the University Refund Policy)
- Students must officially cancel their housing assignment to receive a prorated housing charge.
 - Students must complete the housing cancellation form.
 - Housing charges will accrue until a student officially turns in the key to the Resident Assistant or Area Coordinator.
 - There will be no adjustment in billing during the withdrawal period, if withdrawn from one or more classes and still enrolled in the University.

WITHDRAWAL AND REFUND POLICIES PLEASE READ VERY CAREFULLY

It is ALWAYS THE STUDENT'S RESPONSIBILITY to drop courses by the appropriate deadline or initiate and complete appropriate Withdrawal Procedures. Students who abandon (fail to attend) courses without completing withdrawal procedures shall risk receiving failing grades, if not officially withdrawn from courses, prior to the date listed in the Academic Calendar as the last day to withdraw from a class.

Undergraduate Student Withdrawal

North Carolina Central University recognizes that the enrollment of some students may need to be discontinued for reasons beyond the control of the student. The purpose of the policy on withdrawal is to provide guidelines for establishing the basis for such withdrawals and for determining the course grades, eligibility for refunds, and satisfactory progress for financial aid in such discontinuations.

Course Withdrawal without Extenuating Circumstances

A student is allowed to withdraw from any class for any reason (and receive a grade of W) after the end of the drop/add period and until the published deadline for withdrawing from class(es), not exceed 16 credit hours. Course withdrawals prior to fall 2014 are excluded from the 16 credit hour limit.

Course Withdrawal with Extenuating Circumstances

Students may request withdrawal with extenuating circumstances for one or more courses due to serious and compelling reasons, such as an accident or serious illness, where the cause of withdrawal was due to circumstances clearly beyond the student's control. Courses will count as attempted hours but not towards tuition surcharge or GPA calculations, and are subject to all financial aid and SAP rules and calculations. Students may submit an appeal to the dean or the designee of their college/school for evaluation. Appeals of a negative decision are handled by the Office of the Provost.

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Extenuating Circumstances for Course Withdrawal and Academic/Financial Aid Appeals

Extenuating circumstances and examples of suggested documentation include, but are not limited to the following:

- Medical/Psychological - Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University.
- Personal/Family Emergency - Medical documentation or statement from physician on letterhead including dates of service; Notarized statement from parent or family member.
- Death of a Family Member - Copy of an obituary, funeral program, or certified death certificate; Statement of the relationship between the student and the deceased to accompany the obituary or funeral program.
- Domestic Violence/Sexual Assault - Copy of police report or court/legal documents; Statement from physicians or therapists on letterhead including dates of service and whether or not the student is stable and ready to return to the University.
- Serious Car Accident - Copy of police report; Medical documentation or statement from physician on letterhead including dates of service; Documentation from repair company indicating seriousness of accident.
- Changes in Employment/Unexpected Financial Difficulty - Statement from employer indicating employment change/termination; Financial/bank statements.
- Military Service/Deployment - Military orders showing dates of deployment, training, or service.

Other circumstances:

- Reinstatement/Made up Deficit Hours - Official academic transcript review and posting of transfer hours by the NCCU Registrar's Office.
- Unusual Enrollment History - Documentation of academic or personal reasons which may explain the failure to earn credits.

Institutional Withdrawals

Students who wish to withdraw from the University for personal, medical, or academic reasons at any time during the semester must complete the Official University Withdrawal Form, which may be obtained from the Registrar's Office. After the form has been completed and approved by the student's academic advisor and the Registrar's Office, the Registrar's Office will update the student record in Banner. Students who leave the university without completing the Official Withdrawal Form will forfeit their eligibility for refunds of tuition and fees.

Students who are unable to appear in person may notify the Registrar's Office by letter of their intention to withdraw. (It is conceivable that the letters may sometime be sent to deans when the withdrawal is of an academic nature. The dean would then collaborate with the Office of the Dean of Students.) Withdrawals are effective upon receipt and processing of the letter by the Office of the Dean of Students. The student identification card must be submitted with the withdrawal letter before refunds are made for tuition and fees.

Class Withdrawals

Grades received as a result of officially withdrawing from classes are "WC" or "W", or "WE". Withdrawal from classes prior to the date listed in the academic calendar as the last day for undergraduates to withdraw from a class without penalty will result in a grade of "WC" being recorded on the student's transcript. No grade points or hours are counted for a grade of "WC"; however, the "WC" grade counts in the attempted hours.

Students abandoning courses without initiating withdrawal procedures shall receive failing grades. To avoid receiving a failing grade, students must officially withdraw from courses prior to the last day for withdrawing from courses as stated on the academic calendar. Classes from which a student withdraws after the drop/add period count as attempted but not earned hours. Therefore, withdrawing from classes after the drop/add period will negatively affect students' ability to satisfy the hours earned standard.

Audited courses count as attempted but not earned hours. Therefore, auditing classes will negatively affect a student's ability to satisfy the hours earned standard.

When a student repeats a course, the total attempted hours will increase with each repeat, but the student may only earn hours once for a successfully completed course. Therefore, repeating courses may negatively affect a student's ability to satisfy the hours-earned standard.

Accepted transfer credit will count as both attempted and earned hours.

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Administrative Withdrawals

The university may approve the withdrawal of a student from a course or courses for circumstances such as health, psychological counseling, administrative requirements, or other conditions beyond the control of the student. Such action is called an Administrative Withdrawal and is non-punitive. The student must complete an Official University Withdrawal Form, include any supporting documentation and submit the completed form and supporting documentation to the student’s academic advisor or the dean of the student’s college or school. A grade of “WE” is recorded on the student’s transcript if the student is granted an Administrative Withdrawal by the appropriate academic dean upon a recommendation from the vice chancellor for academic affairs. The action of the dean is final and must be rendered either prior to the end of the semester or as soon as the official documentation is received. Student fees are adjusted for any withdrawal based on the university’s regular policy governing refunds (see “Student Expenses” section in this Catalog). Exceptions to the refund policy will be considered only upon the recommendation and approval of the vice chancellor for Academic Affairs.

Office Use Only:

Data Entered in Banner: _____
Signature: Registrar’s Office Representative

Date: _____

Data Review Registrar’s Office: _____
Signature: Registrar’s Office Representative

Date: _____