



North Carolina Central University

REPORT OF OFFICIAL COURSE WITHDRAWAL

(CHECK ONE)

INSTITUTIONAL WITHDRAWAL
 (Withdrawal from all courses)
 See DEAN OF STUDENT AFFAIRS

ADMINISTRATIVE WITHDRAWAL
 (Withdrawal from one or more courses)
 ACADEMIC DEAN

COURSE WITHDRAWAL by STUDENT or INSTRUCTOR
 (Withdrawal from one or more courses)

STUDENTS: It is recommended that you meet with your instructor/advisor to discuss your plans to withdraw before you complete and submit this form.

1. Read the withdrawal and refund policies on the back of this form and in the College Catalog, the Schedule of Classes or on line.
2. Once all necessary signatures have been obtained and the form has been completed, submit the completed form to the Office of the University Registrar.
3. **IMPORTANT!** Students who withdraw from all courses must obtain a Form from the office of the Dean of Students Affairs.

INSTRUCTORS: Please note that this form is to be used for assignment of an official "withdrawal grade" for excessive absences or non-attendance and is not to be used to "drop" a student from the class roll/list.

FOR ADMINISTRATIVE WITHDRAWALS: Be sure to attach all supporting documentation.

Student's Last Name	First Name	M.I.	Student ID/SS#
Term	Year	Classification	Phone Number/E-Mail Address
			Date

COURSE NAME			CREDIT HOURS	GRADE (W, WC, WF, NW, NE)	ADVISOR'S SIGNATURE/ COMMENTS
CRN (Course Ref. #) <small>(example)</small>	ID & Section #	Course Description			
13579	CHEM-1421-101	<i>General Chemistry</i>	3	W	<i>Advisor's Signature</i>

STUDENT INITIATED WITHDRAWAL

Financial Aid Received:

___ Grant ___ Loan ___ Scholarship ___ Other

Reason for Withdrawal: _____

I have read and I do understand the University withdrawal and refund policies as stated on the back of this form:

 Student's Signature (Required) Date

 Dean of Student Affairs' Signature Date

(Institutional Withdrawal from All classes or Administrative Withdrawal only)

INSTRUCTOR INITIATED WITHDRAWAL

 Dept/School # Times Class Meets/Week

 Date of Last Attendance Recorded Dates of Absence

 Instructor's Signature Date

 Department Chairperson's Signature Date

 Academic Dean's Signature (Administrative Withdrawal) Date

OFFICE USE ONLY: Date Rec'd _____	Rec'd By _____	Withdrawal Date _____
Date Processed _____	Processed By _____	Registrar's Verification _____

Office of the University Registrar — CLB-M

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.
- Course withdrawals directly impact the student's ability 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)
- There will be no adjustment in bills during the withdrawal period, if withdrawn from one or more classes and still enrolled in the university.
- There will be no adjustment in bills during the withdrawal period for any *Instructor Initiated Withdrawal*.

STUDENT INITIATED WITHDRAWALS (Withdrawal from Individual Courses)

- Students may withdraw from individual classes with the permission of the academic advisor by presenting a signed withdrawal form to the Registrar's Office until the last day for students to withdraw from classes without penalty.
- The grade received for withdrawing from courses prior to the date listed in the Academic Calendar as the last day to withdraw from a class will be "WC." No grade points or hours are counted for a grade of "WC."
- Withdrawal from the University after the last day to withdraw from courses will result in a grade of "WF" being recorded on the student's academic transcript. A grade of "WF" is computed in the grade point average the same as "F."

INSTRUCTOR INITIATED WITHDRAWALS (Withdrawal from Individual Courses)

- Withdrawal grades for non-attendance are "NW" and "NF." Students abandoning courses without initiating withdrawal procedures may receive failing grades if they do not officially withdraw from courses prior to the last day for dropping courses.
- Students who "unofficially withdraw" from courses by not attending classes and are dropped from a course prior to the date listed in the Academic Calendar as the last day to withdraw from a class will receive the grade of "NW." No grade points or hours are counted for a grade of "NW."
- Students who "unofficially withdraw" from courses by not attending classes and are dropped from a course after the last date to withdraw from courses will receive the grade of "NF," which computes the same as "F" in determining hours and grade points.

INSTITUTIONAL WITHDRAWALS (Withdrawal from the University)

- Students who wish to withdraw from the University for personal, medical, or academic reasons at any time during the semester must complete the Official Withdrawal Forms which may be obtained from the Office of the Dean of Students, Room 234 of the Student Services Building.
- Students who leave the University without completing the Official Withdrawal Forms will forfeit their eligibility for refunds of tuition and fees.
- Grades received as a result of officially withdrawing from the University are "W" or "WF."
- Withdrawal from the University prior to the date listed in the Academic Calendar as the last day for undergraduates to withdraw from a class will result in a grade of "W" being recorded on the student's transcript. No grade points or hours are counted for a grade of "W."
- Withdrawal from the University after the last day to withdraw from courses will result in a grade of "WF" being recorded on the student's transcript, which computes the same as "F" in determining hours and grade points.

ADMINISTRATIVE WITHDRAWALS (Withdrawal from one or more courses with academic approval)

- 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.
- Official documentation is required of the student in such instances and a grade of "W" 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 Student Affairs.