



## **NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

SEC. II- COURSES 3.0

### **WITHDRAWAL FROM AN INDIVIDUAL COURSE**

#### **UNIT POLICY-ACADEMIC AFFAIRS**

A student may withdraw from any course or courses by submitting a Change of Schedule form to the Office of the Registrar on or before the last day to withdraw from an individual course, as published in the Academic Calendar.

Students who withdraw from a course or courses on or before the last day to withdraw from an individual course are assigned a grade of "W." Failure to attend class does not constitute a withdrawal from that course or courses. For withdrawals taken subsequent to the effective date of this policy, students are limited to a maximum of sixteen (16) credit hours over their academic career. Undergraduate students may only have two (2) withdrawals per course.. Upon a third (3) attempt in a single course, the student is not permitted to withdraw from the course and must receive a grade for the course. Graduate students may only have one (1) withdrawal per course. Upon a second (2nd) attempt in a single course, the graduate student is not permitted to withdraw from the course and must receive a grade for the course.

A student who does not officially withdraw from a course or courses will be assigned a final grade in each course in which he or she was enrolled during the semester in question. Withdrawing from a course or courses without extenuating circumstances may affect a student's financial aid status, will count toward the tuition surcharge threshold, and may affect the student's progress toward degree completion.

Students withdrawing from a course or courses with extenuating circumstances may affect a student's financial aid status and may affect the student's progress toward degree completion; however, the course or courses will not count in the tuition surcharge calculations and in the number of maximum attempts. Extenuating circumstances include serious medical and psychological difficulties and may include military deployment, unanticipated life events, or administrative reasons. Students seeking to withdraw from a course or courses due to extenuating circumstances must seek approval by completing the appropriate paperwork and providing appropriate documentation to the proper administrators specified in the guidelines for course withdrawal for extenuating circumstances.

Students considering withdrawing from a course or courses should consult their faculty advisor or academic unit advisor and the Office of Student Financial Aid.

Date revision is effective: Upon approval

Approved by the Chancellor

First approved: February 20, 2012

Revised: January 6, 2015

April 24, 2017