

# COURSE WITHDRAWAL POLICY

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*The following requirements and procedures for maintaining Academic Good Standing became effective in Fall 1996 for newly admitted degree-seeking undergraduates (first-time-in-college and transfer students), modified by Faculty Senate in April 1998 and modified again in November 2013 in compliance with UNC Policy 400.1.1[R].*

## Withdrawing from Current Term Courses

### 16 credit hour limit for course withdrawals

Beginning Fall 2014, all undergraduate students will be limited to withdrawing from a maximum of 16 credit hours during their undergraduate career. This limitation does not include course withdrawals completed within the course adjustment period (as identified on the Academic Calendar) that do not count as attempted hours and are not limited to 16 credits. Students who have not exceeded their 16 credit limit may withdraw from a course or courses after the course adjustment period and within the first eight weeks of the term without incurring a WF grade (Withdrawn Failing). Withdrawal from courses within the 16 credit limit will be indicated on a transcript with a grade of WX.

Course withdrawals after eight weeks or in excess of 16 credits will incur a WF grade (Withdrawn Failing).

Courses of less than one semester's duration, including Summer School courses, shall have shorter withdrawal deadlines (proportional to the course adjustment and eight-week deadline for the regular semester). All withdrawal deadlines are published on the University Registrar's Office website.

All WX courses count as attempted hours and are subject to academic standing, financial aid, and Satisfactory Academic Progress rules and calculations.

## Withdrawing from a Course with Extenuating Circumstances

Undergraduate students with appropriate cause, as determined by officially documented military deployment, medical, psychological, or unanticipated personal life events, or administrative reasons, may petition for an exemption from the 16 credit limit and the eight-week deadline by initiating an Appeal to Withdraw for Extenuating Circumstances (formerly Course Withdrawal Request) through the Students First Office. The Appeal to Withdraw for Extenuating Circumstances Committee, under the purview of the Division of Student Success, shall be responsible for authorizing Appeals to Withdraw for Extenuating Circumstances in consultation with the instructor of every course, and with other departments or agencies as needed. If an Appeal to Withdraw for Extenuating Circumstances is authorized, all requested courses will be indicated on a transcript with a grade of WE (Withdrawn with Exception).

If a student withdraws from all courses, the student is considered officially withdrawn from the university. See section on Withdrawal from the University.

All WE courses count as attempted hours and are subject to financial aid and Satisfactory Academic Progression rules and calculations; they do not count in academic standing calculations or GPA calculation.

## Withdrawing from Courses Retroactively

Undergraduate students shall be given one year following the term in which a course or courses were taken to submit an Appeal to Withdraw for Extenuating Circumstances with the Division of Student Success. Students who seek to withdraw from a course or courses retroactively must meet the conditions under Withdrawing from Current Term Courses and the Appeal to Withdraw for Extenuating Circumstances Committee, under the purview of the Division of Student Success, must authorize the request. Students are strongly encouraged to contact the Students First Office for assistance before officially submitting an Appeal to Withdraw for Extenuating Circumstances. If an Appeal to Withdraw for Extenuating Circumstances is authorized, all requested courses will be indicated on a transcript with a grade of W (Withdrawn) for classes taken prior to Fall 2014, and a grade of WE (Withdrawn Exception) for courses taken in Fall 2014 and thereafter. Students who have graduated may not withdraw from courses retroactively.

Neither the course withdrawal (WX) nor the course withdrawal with an exception (WE) can be replaced under the university's Grade Replacement Policy or forgiven as part of the Academic Renewal Policy.