

3.16 Withdrawal from the University

Degree Seeking Students

A. Terminating an Active Program

1. A student who wishes to terminate his/her graduate program must first notify his/her department or program in writing.
2. The Director of Graduate Programs (DGP) then forwards the request to the Graduate School for approval.
3. If the student is not in good standing, the student will receive a 'Termination' notation on their transcripts. If the student is in good standing, the student receives a 'Termination without prejudice' notation on their transcripts.
4. If the student has preregistered, notification to withdraw must be approved before the last day of the drop period. The student is responsible for dropping all classes for the upcoming semester.

B. Withdrawal Prior to the End of the Official Drop Period (of the semester in which currently enrolled)

1. Withdrawal prior to the end of the drop period is a release from the University for the remainder of the semester.
2. Students considering withdrawal should consult their major advisor and DGP.
3. A student who wishes to drop all courses and who has preregistered and prepaid must go through the official withdrawal process which can be found at MyPack Portal: Student Self Service > Enrollment > Term Withdrawal.
4. NC State students carrying course work at another campus under the Interinstitutional Registration Program must also contact the Department of Registration and Records to initiate the paperwork necessary for removal from the class roll at the other institution.

C. Late Withdrawals

Graduate students may receive withdrawals after the last day of the official drop period but before the end of the semester. Students considering withdrawal should consult their major advisor and DGP. A student who wishes to pursue a withdrawal must go through the official withdrawal process can be found at MyPack Portal: Student Self Service > Enrollment > Term Withdrawal. Withdrawals will be considered under one or more of the following conditions:

1. Certification by a physician of inability to continue for medical reasons. Such medical petitions are subject to review by a University physician at the Student Health Center.
2. Certification by the Counseling Center or by an independent psychiatrist or psychologist of inability to continue for psychiatric/psychological reasons. In this case, the Counseling Center reserves the right to review pertinent records and to reexamine the student if necessary before recommending withdrawal. This is to certify that:
 - a. there has been a significant decrease in the student's usual level of psychological functioning, and
 - b. that regaining the previous level of functioning will involve a process of sufficient academic disruption to make continuing as a student unreasonable. In this situation a "hold" may be

placed on the student's readmission pending certification by the Counseling Center or independent psychologist/psychiatrist that the student has regained an appropriate level of function and can be expected to maintain that usual level of psychological competence.

3. Documentation of a personal or family hardship that adversely affected the student's academic performance in a significant way.

The DGP, Dean of the College, and the Graduate School will review the student's request, consulting with the Counseling and Student Health Centers as appropriate. Once a final decision has been rendered, the student will be notified of that decision.

D. Retroactive Withdrawals

Requests for retroactive withdrawals may be made if the semester in which the student was registered has passed. Such withdrawals will normally be for an entire semester rather than for individual courses. Students considering such withdrawals should consult their major advisor and DGP. A student who wishes to pursue a retroactive withdrawal must go through the official withdrawal process through the Counseling Center. Withdrawals will be considered under one or more of the following conditions:

1. Certification by a physician of inability to perform during the semester in question. Such medical petitions are subject to review by a University physician if a request for consultation is made by the Counseling Center.
2. Certification by the Counseling Center, or by an independent psychiatrist or psychologist, of inability to perform during the semester in question for psychiatric/psychological reasons. In this case, the Counseling Center reserves the right to review pertinent records and to reexamine the student if necessary before recommending withdrawal. The certification must show a significant decrease in the student's usual level of psychological functioning resulting in severely diminished performance.
3. Documentation of a personal or family hardship that adversely affected the student's academic performance significantly during the semester in question.

The Counseling Center will communicate their recommendation to the Dean of the College in which the student was enrolled. The Dean of the College will review the student's request and the Counseling Center's recommendation, consulting with the student's DGP if appropriate, and make a recommendation to the Graduate School. The Dean of the Graduate School will approve or deny the student's request accordingly.

E. Effect of Withdrawal on Meeting Continuous Registration Requirement

Any student enrolled in a graduate program who is registered for a given semester or summer session and withdraws during the official registration period (typically the first 10 or 5 working days of a semester or summer session, respectively) must obtain a leave of absence to meet the requirement for continuous registration. However, those students withdrawing after the official registration period ends DO NOT need to obtain a leave of absence and will be considered by the Graduate School as having met their continuous registration requirement.

F. Effect of Withdrawal on Permanent Record

Neither courses nor grades are recorded on the permanent record for students who withdraw during the regular drop period. After the last day of the official drop period withdrawals without academic penalty are

approved only under exceptional circumstances. In such cases, neither courses nor grades are recorded on the permanent record.

Graduate Certificate Students

G. Withdrawal Prior to the End of the Official Drop Period

Graduate certificate students should apply for withdrawal using Student Self Service in MyPack Portal through the end of the official drop period. Apply using the navigation: SIS > Student Self Service > Enrollment > Term Withdrawal. International students or students who are receiving financial aid must use the withdrawal form noted below rather than the online process.

H. Late Withdrawal

Withdrawal after the Drop Deadline requires submission of a completed Graduate Certificate Withdrawal form to the Graduate School for approval.

I. Effect of Withdrawal on Permanent Record

Neither courses nor grades are recorded on the permanent record for students who withdraw during the regular drop period. Withdrawal after the drop deadline may result in W grades for courses in which the student is enrolled. Extenuating circumstances may justify W grades not being issued.