Application to Withdraw from a Graduate Course

(Use a separate form for each course, if withdrawing from more than one course.)

Graduate Policy: Graduate students, with good cause and the professor's approval, may apply to withdraw from a course. The deadline for withdrawal depends upon the schedule for the course and the format of the course. The deadlines for withdrawing from a graduate course are included in the official Graduate Academic Calendar that is posted on the website of the School of Graduate Studies.

It is the student's responsibility to adhere to the withdrawal deadline, to obtain the instructor's prior approval, and to submit the withdrawal form to the School of Graduate Studies. Students who do not officially withdraw from a course by the established deadline may receive a grade of "F." A graduate student who receives an "F" is ineligible to continue graduate studies at The University of North Carolina at Pembroke.

A grade of "W" may be received only once for a specified course, and no more than three "W" grades may be received in a student's program of study. Receiving a grade of "W" for the second time for the same course, or receiving a fourth grade of "W" in a program of study renders a graduate student ineligible to continue his/her graduate studies at the University, and he/she will be dismissed.

Withdrawing from a class does not excuse a student from the five-year time limit (six-year time limit for the counseling and social work programs) within which all program requirements must be completed.

IMPORTANT:

- You are not considered officially withdrawn until this signed form is filed with the School of Graduate Studies. **It is your responsibility to adhere to the withdrawal deadline, to obtain the signature of the course instructor on this form, and to submit it to the Graduate Office.**
- If you are withdrawing from all classes for which you currently are registered and not returning next semester, please use a separate form, *Application to Withdraw from Graduate School*, instead.
- If the withdrawal occurs when refunds are still possible, the Cashier's Office will credit your BraveWeb account. If you receive financial aid, you are advised to consult with your counselor to determine the impact of your withdrawal on your financial aid status.

Printed Name:_____ Banner ID #:_____
Last Name First Name Middle Name

Address:_____
Street City State Zip

Course Prefix, #, and section:_____ Course Title:_____

Reason for withdrawing:_____

_____
Signature of Student Date

_____
Signature of Instructor Last date of attendance or participation (*required*)

_____
Signature of Dean, School of Graduate Studies Date

_____
Signature of Cashier Receipt Number Date