

**Withdraw From a Graduate Course Form**

Use a separate form for each course, if withdrawing from more than one course and remaining enrolled with UNCP. If you are withdrawing from **all** classes for which you currently are registered, please use, **Application to Withdraw from Graduate School**.

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| --- | --- | --- | --- | --- | --- | --- |
| Name: | Banner ID:  Click here to enter text. | Phone:  Click here to enter text. | | Email:  Click here to enter text. | | |
|  |  | |  | |  | | | |
| Mailing Address:  Click here to enter text.  Course Instructor:  Click here to enter text.  Reason for withdrawing: | Select Term:  Fall  Spring  Course:  Click here to enter text. | | |  | | --- | | Summer I  Summer II |  |  |  |  |  | | --- | --- | --- | --- | |  |  | Course Title:  Click here to enter text. | | |  |  | |  | | | |  | | | |
| Advisor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

**Graduate Policy**: Graduate students may apply to withdraw from a course. The deadline for withdrawing 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 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, 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.

**Financial Aid:**  If a student receives financial aid, he/she is advised to consult with his/her counselor to determine the impact of the withdrawal on his/her financial aid status. If the withdrawal occurs when refunds are still possible, the Office of Student Accounts will adjust tuition, fees, room, and board charges on a pro-rated basis. A student must successfully complete 67% of their coursework to maintain Satisfactory Academic Progress (SAP) to remain eligible to receive financial aid. Please see the website of the Financial Aid Office for additional information at [**http://tinyurl.com/mnbzkn7**](http://tinyurl.com/mnbzkn7)**.** 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 Graduate School Office. **It is your responsibility to adhere to the withdrawal deadline and to submit it to the Graduate School Office.**

Signature of Student Date

*Revised\_June 12, 2019*