****

**WITHDRAW FROM ALL GRADUATE SCHOOL COURSES**

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

**Graduate Policy**: Graduate students may apply to withdraw from all courses in a semester. 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 Graduate School.

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.

**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 Office of the Controller for additional information (<https://www.uncp.edu/sites/default/files/Images_Docs/Admissions_and_Aid/Cost_and_Paying_for_College/sap_policy.pdf>). 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.**
* If you are not withdrawing from ALL classes for which you currently are registered, please use a separate form, *Application to Withdraw from a GRADUATE COURSE*, instead.

You may return to your graduate program within one (1) academic year without the need to submit a *Readmission Application*. After one (1) academic year has passed, you will need to submit a *Readmission Application*, which is posted on the School of Graduate Studies website ([http://www.uncp.edu/academics/](http://www.uncp.edu/academics/%0dcolleges-schools-departments/colleges-schools/school-graduate-studies-and-research/forms-information)

[colleges-schools-departments/colleges-schools/school-graduate-studies-and-research/forms-information](http://www.uncp.edu/academics/%0dcolleges-schools-departments/colleges-schools/school-graduate-studies-and-research/forms-information)). Also include the $25.00 processing fee for the *Readmission Application*.

Signature of Student Date

*Revised June 12, 2019*