



Withdrawal Due to Extenuating Circumstance Process Check-sheet:

1. A withdrawal due to extenuated circumstance (WX) is a withdrawal granted to those students whom have experienced an event outside of their control that has impacted their academic life. Such events may include, but are not limited to: medical emergencies, personal/family emergencies, death of a family member, serious accidents, etc.

*\*Failing a course or changing your major does not constitute a WX.*

2. Procedures for requesting a WX:

Turn in:

- ✓ [Course Withdrawal Form\(s\)](#). { online courses will use the [online form](#) located on the Registrar's Office page under "Forms" for individual courses} or

Complete "[Request to Withdraw from all Undergraduate Courses](#)" also under "Forms" and turn in the Withdraw Signature Page if you are requesting WXs for your entire term.

- ✓ Required Supporting documentation:

- Doctor's note
- Accident report
- Insurance claim
- Any legal documentation supporting your request
- Personal statement (not required): students are encouraged to turn in statement explaining their request for a WX.
- Letter from Counseling and Psychological Services (CAPS)- (*Registrar's Office will request once student has signed a release form with CAPS*)
- Obituary and/or death certificate
- Letter from the Accessibility Resource Center (ARC)- (*Registrar's Office will request*)

Now that I have submitted the request, what do I do?

Wait. Review times vary case by case. If more information is needed, you will be contacted. You will be emailed once a decision has been made. **All WX communications will be sent to your BraveMail.**

Notes:

- If you received Financial Aid, please speak to a counselor about the impact the WX may have on your Financial Aid.
- The complete WX policy can be found in the UNCP Catalog at this address:  
<https://catalog.uncp.edu/content.php?catoid=12&navoid=682>
- For further questions regarding the WX policy or process please contact the Registrar's Office at [registrar@uncp.edu](mailto:registrar@uncp.edu).