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.