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.*

1. Procedures for requesting a WX:

Turn in:

* [Course Withdrawal Form(s)](https://uncp.co1.qualtrics.com/jfe/form/SV_509OHFJBrhBGNWR?Q_JFE=qdg) or

Complete “[Request to Withdraw from all Undergraduate Courses](https://www.uncp.edu/resources/registrar/forms/undergraduate-withdrawal-application)” also under “Forms” and turn in the Withdraw Signature Page if you are requesting WXs for your entire term.

* Required Supporting documentation:

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| --- | --- |
| * + 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)*
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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.