

NC STATE UNIVERSITY

APPLICATION FOR WITHDRAWAL or LATE DROP for DEGREE STUDENTS

North Carolina State University Counseling Center

Campus Box 7312
Student Health Center
2815 Cates Ave, 2nd Floor
Raleigh, North Carolina 27695
(919) 515-2423 (phone)
(919) 515-8525 (fax)

INSTRUCTIONS

Please Read And Follow Carefully

1. The Counseling Center is only able to assist with Withdrawals for **Degree Students**. If you are a **Lifelong Education Student** seeking to Withdraw from your courses, contact the McKimmon Center (515-2265) for withdrawal procedures.
2. **Graduate Students** need to be aware that Withdrawal prior to the census date in a semester (i.e. the last day to register) may be in violation of the continuous enrollment policy and may jeopardize your graduate school status unless you are approved for an official leave of absence. Call the Counseling Center AND speak to your graduate administrator for details.
3. All requests for Withdrawal **MUST** be submitted in writing. This form is intended **ONLY** for persons who are unable to come to campus due to extreme situations (eg.: illness, relocated, out of the country, etc.). If you are unable to come to campus to request a Withdrawal, then complete this form by either Printing it and typing or neatly printing in the required information **OR** you can open this form in a word processing program and fill in the appropriate information (everything shaded in grey) and then simply Print the form. **All forms must be signed.**
4. If you are submitting a request for Withdrawal during the Early Period of the Semester/Session (i.e. prior to the last date to drop a course without a grade), you need to submit this form to the Counseling Center as soon as possible. If you are attempting to claim that your last date of attendance was significantly prior to the date you submitted your request, you will be required to provide documentation of the last date of class attendance from your professor.
5. If you are submitting a request for Withdrawal during the Late Drop Period of the Semester (i.e. after the last date to drop a course without a grade), you will be required to provide appropriate documentation verifying your reason for your Withdrawal Request. Refer to the [Withdrawal Request Information Form](#) (available on the Counseling Center Webpage) for more information on the types of Withdrawals and the appropriate documentation required.
6. **Please Note:** All decisions regarding Withdrawals requested during the Late Drop Period are made by the Dean of your College.

ADDITIONAL REQUIRED INFORMATION

Fill in All Blanks or Grey Fields and then Print this Form

What was the last date you attended classes? _____
(If you are indicating a date that is earlier than the date you submit this form, you will need to be able to provide documentation from your instructor of your last date of attendance or of nonattendance.)

What steps, if any, have you already taken in an attempt to Withdraw? _____
(e.g. attempted to drop classes on TRACS before the semester began, attempted to contact advisor, etc.)

Have you paid tuition and fees for the semester/session for which you are seeking to Withdraw? (If not, explain: e.g. financial aid expected, didn't pay didn't request financial aid, etc.) _____

SIGNATURE AND DATE

I certify that the information given on this application is correct. I understand that an intentional misrepresentation of facts may result in severe penalties. In addition, if any approvals or clearances are required to process this withdrawal request, I hereby authorize NCSU Counseling Center Staff to release information concerning my grounds for withdrawal / course drops pertaining to this request to the appropriate University Official.

Date Submitted: _____ Signature of Student: _____

COMPLETING THE PROCESS

- Once you have completed and signed this form and obtained any appropriate documentation, send this information to:

Michael Bachman, PhD
NC State Counseling Center
Campus Box 7312
2815 Cates Ave
Raleigh, NC 27695

- IMPORTANT:** Call the Center within a few days after sending in your request in order to check on its status. Do not assume that your withdrawal has been completed or approved simply because you sent in a request.
- Students who responded “Yes” to any of **Questions 2 – 7** above need to be aware that offices involved with those issues need to ‘clear’ your Withdrawal before it can be processed by Registration and Records. Contact the Counseling Center for information about clearance steps in your case.
- Any potential prorated tuition refund, or change in your bill, will be based on the effective date of your Withdrawal Request (see current TRACS for refund schedule). The effective date is the **earlier** of either the date you submit your request **or** the documented last date of class attendance. It is the student’s responsibility to provide documentation for any potential effective dates earlier than the date of the request (e.g. note or email from instructors verifying the last date attended).
- It is strongly recommended that you consult with your Academic Advisor, Financial Aid Counselor, Housing Representative, and/or Registration and Records to ensure that you understand the implication of this withdrawal on your status at NC State University and on your Progress Toward Degree.