

Late Withdrawal/Cancellation Request 2008 Spring Semester

For Lifelong Education Students seeking withdrawals or cancellations after NC State University's official deadline.

Notice to Student:

Turn in this form ONLY if you wish to drop ALL of your registered hours for the 2008 Spring Semester.

The following items must be submitted to Credit Programs before the University can consider your request for late withdrawal/cancellation:

1. A completed copy of this form.
2. A letter from you to Assistant Registrar of Registration (Nicole Wood) requesting a withdrawal or cancellation that includes any extenuating circumstances affecting your academic performance.
3. Supporting documentation that provides evidence of the extenuating circumstances affecting your academic performance.
4. Documentation from your professor(s) indicating your academic progress to date (Are you passing or failing? Your attendance?).
5. For cancellation requests documentation from your professor indicating that you never attended or participated in class is necessary.

Withdrawal Refund Schedule*

100%
90%
50%
25%
0%

Fall Semester

On or before January 9, 2008
January 10 – January 23
January 24 – February 6
February 7 – March 10
On or after March 11, 2008

*All withdrawal refunds are less a 5% administration fee.

Important Dates

For 400 level courses or below, last day to: drop a course without a grade, change from credit to audit, change to credit only.

For 500 level courses or below, last day to: drop a course without a grade, change from credit to audit.

Fall Semester

March 12

March 19

000 _____
(Student ID #)

Name (Last) _____ (First) _____ (Middle) _____

Email _____ Phone Number _____

Desired change: ___ Withdrawal from all coursework.
___ Cancellation (written documentation that you never attended class required for cancellation).

Student's Signature _____ Date: _____

Office use only: ___ Letter to NW ___ Support Documentation ___ Instructor Documentation ___ Staff Initials

Withdrawal ("W" Grades? Yes No) Cancellation

Approved Effective Date ____/____/____ Denied

Authorized by _____ Date ____/____/____