

NC State Counseling Center
Personal Counseling, Academic Support, and Career Counseling Services

Withdrawal Information Sheet

Please read the following instructions thoroughly before filling out the pre-application for a withdrawal request.

Failure to follow these instructions may result in a delay of the processing of your withdrawal request.

A late (current semester after the last day of the official drop period) or retroactive (prior semester) withdrawal permits a student to drop all of the courses that he/she is registered for after the last day to officially drop in a given semester.

The University guidelines for the approval of a late withdrawal or course drop or retroactive withdrawal require a student to prove, through documentation, that conditions of a medical, psychological, and/or hardship nature occurred during the semester in question and:

- ◆ Cause(d) a serious disruption in academic functioning
- ◆ Are (had been) reasonably unforeseeable and unavoidable prior to the last day to officially drop classes

Withdrawal petitions involve several steps on the part of the student and the University to insure that sufficient grounds exist to alter a student's record. Since the withdrawal process requires several steps and there is no guarantee that approval will take place, you should allow plenty of time to pursue the withdrawal request and should have a back-up plan in the event that your withdrawal is not approved or is delayed.

1. Consult with your advisor to discuss the academic implications of the intended withdrawal, and to plan for other avenues in the event that your withdrawal request is not approved.
2. Please fill out the Withdrawal pre-application form available on the Counseling Center website and bring it with you when you come to make an appointment. You will possibly be asked to fill out other Counseling Center paperwork that will become part of your permanent medical record.
3. Organize the details of your case as best you can before you see your counselor. It is often helpful to write a statement detailing the grounds for your request to withdraw (e.g., what occurred, when it occurred, how it affected you and what you have done or plan to do about it). For medical and psychological withdrawals this statement can be provided on the Counseling Center's Withdrawal Pre-application Form or in a separate letter addressed to the Counseling Center. For hardship withdrawals the statement should be in a letter addressed to your Academic Dean.

In cases of medical or psychological withdrawal requests:

Contact any off-campus physicians, therapists, or other health care providers whom you may have seen to help you document your difficulties for the semester in question. In order to make sure you have all the information required, please download the **Health Services Provider Information letter** from the Counseling Center website linked to this page. This letter asks for written verification of (1) diagnosis and/or description of the problem including date of onset, actual or estimated duration and degree of incapacitation and (2) the degree to which the medical and/or psychological problem cause(d) a disruption in academic functioning.

4. **For medical or psychological withdrawal requests, please bring any documentation you have gathered with you to your evaluation session.** If approved, the withdrawal application form will be completed by your counselor and you will be given a withdrawal clearance sheet that may require several additional steps (e.g., clearance with Financial Aid) before Registration and Records will be able to process your application.

In cases of medical or psychological withdrawal requests:

Your counselor will evaluate existing documentation and/or assist you in obtaining a further evaluation. If the counselor believes that you may have a legitimate case for withdrawal, your written permission will be required to consult with the Associate Dean of your college. Your counselor and/or the Associate Dean may raise additional questions, require additional documentation, or set certain conditions that must be met before a withdrawal is approved.

In cases of hardship withdrawal requests:

Your counselor will provide you with a Withdrawal Application Form and will direct you to the appropriate person(s) in your college for additional information after verifying that your potential grounds for applying for a withdrawal are not mainly medical or psychological. You will need verification of the extenuating, unavoidable and unforeseeable circumstances that have interfered with your academic functioning when you meet with your dean's office. If approved, the Associate Dean of your college will indicate approval on the Withdrawal Application Form and direct you back to the Counseling Center for processing.

If requesting a late withdrawal or course drop do you have required documentation? Yes () No ()

I have read and understand the instructions for a withdrawal request.

Signature

Date

If you have any questions or concerns, you are welcome to discuss these matters further with a counselor.

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