New Rule on Withdrawal from Course(s)/ Term at ECU  
Effective Fall 2015

The ECU academic rule for undergraduate students’ withdrawal from course(s) and term has changed 
effective fall 2015. The goal of this rule change is to encourage student success by reducing the number 
of unsuccessful course attempts and the undesired consequences that such attempts can have on 
student debt and timely graduation. This information includes a description of these changes.

The major changes that will be effective under this new rule are:
1. The number of Course Withdrawals that a student is permitted is limited to 16 semester hours.
2. A Term Withdrawal is not charged to the 16 semester hours allotted to a student to use for 
   Course Withdrawals.
3. The deadline for withdrawal from individual courses and withdrawal from the University (term 
   withdrawal) is 60% of the regularly scheduled class meetings.
4. Consequences of Course/Term withdrawals may impact tuition surcharge, transcript information 
   and attempted hours.

Course Adjustment Period
During the first five days of classes of the fall and spring semesters, a student may drop or add a course 
or courses to his/her schedule. These five days are referred to as the Course Adjustment Period and the 
student should refer to the university calendar for specific dates. Course drops during this period do not 
count against a student’s Course Withdrawal allotment of 16 semester hours. During the summer, the 
Course Adjustment Period is limited to the first two days of classes each summer term. Course 
Withdrawals during this period do not count against a student’s Course Withdrawal allotment of 16 
semester hours.

After Course Adjustment Period
Students are expected to complete all the courses for which they are registered at the close of the 
Course Adjustment Period. The consequences of withdrawing from a course or term may affect a 
student’s progress in a major, tuition surcharge, and/or financial aid. Impact of Course/Term Withdrawal 
are as follows:

Impact of Withdrawal Rules for Non-Extenuating and Extenuating Circumstances

<table>
<thead>
<tr>
<th>Effect of Withdrawals on:</th>
<th>Non-Extenuating Circumstances</th>
<th>Extenuating Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Surcharge</td>
<td>Course(s) count in surcharge calculation</td>
<td>None</td>
</tr>
<tr>
<td>Transcript</td>
<td>Withdrawal (W) noted on Transcript</td>
<td>None</td>
</tr>
<tr>
<td>Grade Point Average (GPA)</td>
<td>None (for withdrawals within 60% of academic term)</td>
<td>None</td>
</tr>
<tr>
<td>Attempted Hours</td>
<td>Courses(s) count as attempted hours</td>
<td>None</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Course(s) subject to financial aid and Satisfactory Academic Progress rules</td>
<td>None</td>
</tr>
</tbody>
</table>

Course Withdrawal  During the first 60 percent of the regularly scheduled class meetings of a course 
(including the meeting for the final examination), a student may withdraw from the course. After 
consultation with his/her advisor, the student must email regis@ecu.edu to process the request. The 
same 60 percent withdrawal period rule also applies to block courses of other lengths. It is the student’s 
responsibility to consult official university bulletin boards, documents, and/or the university calendar to 
determine the appropriate withdrawal period for such block courses. Extenuating circumstances,
however, can warrant consideration for withdrawal by exception, as explained below. Ordinarily, a student may withdraw from up to 16 semester hours in pursuit of a university degree.

Students may petition the Dean of Students for course withdrawals by exception (withdrawals after the 60 percent withdrawal period, withdrawals beyond 16 semester hour allotment, and withdrawals which do not count against the 16 semester hour allotment. Petitions for withdrawals after the deadline will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal reasons directly affecting the course(s). Poor performance in course work; missed deadlines; change of major; or a course grade’s adverse effect on the student’s grade point average, probationary standing, or other eligibility is not in of itself a sufficient basis for exception. The Dean of Students will not accept requests after the last regularly scheduled class meeting prior to the final examination for the course(s) in question except where earlier requests could not have been foreseen. Students whose petitions for withdrawals are denied by the Dean of Students may appeal the decision to the Student Academic Appellate Committee (SAAC). The decision of the Student Academic Appellate Committee is final.

**Course Withdrawal Allotment**  Students may withdraw from up to 16 semester hours during their pursuit of a university degree. Students may use these withdrawals between the Course Adjustment Period and the last day to withdraw from term-length courses without a grade.

**Official Withdrawal from an Academic Term (Term Withdrawal)**  

**Request Made Within 60% of the Academic Term:** During the first 60 percent of regularly scheduled class meetings, a student may withdraw from the university without receiving grades for courses in which he/she is enrolled. Students desiring to withdraw from ECU should apply for withdrawal to the Office of the Registrar after meeting with their academic advisor. Students must then obtain an official withdrawal form from the website of the Office of the Registrar (www.ecu.edu/registrar). After the student has obtained the signatures of the various officials designated on the form, the student must submit the form to the Office of the Registrar for final approval. The Office of the Registrar will accept a completed form that is scanned and sent via the student’s ECU email address.

**Request Made Beyond 60% of the Academic Term:** After 60 percent of regularly scheduled class meetings, a student withdrawing from the university shall receive no credit for the courses in which he/she is passing at the time of withdrawal. A student will receive a grade of F for all courses in which he/she is failing at the time of withdrawal. Students desiring to withdraw from ECU should apply for withdrawal to the Office of the Registrar after meeting with their academic advisor. Students must then obtain an official withdrawal form from the website of the Office of the Registrar (www.ecu.edu/registrar). After the student has obtained the signatures of the various officials designated on the form, the student must submit the form to the Office of the Registrar for final approval. The Office of the Registrar will accept a completed form that is scanned and sent via the student’s ECU email address.

Please note: A term withdrawal is not charged to the 16 semester hours allotted to a student to use for course withdrawals.

Refund Rule: It is to the financial advantage of students withdrawing, dropping to part-time status or dropping to a lower block of credit hours to do so as early as possible in the term. Refunds for tuition and fees (excluding room and board charges which are determined by contractual agreement) will be considered during the twenty (20) class day refund period in fall and spring and the five (5) day refund period during summer. No refunds will be considered after the published "last day for partial refund".