Course/Term Withdrawal FAQs
Effective beginning Fall semester 2015

To whom does this policy apply?
The policy applies to all undergraduate students. This policy does not apply to graduate students.

What is the difference between a Course Drop and a Course/Term Withdrawal?
A Drop occurs when you remove yourself from a course before or during the Course Adjustment Period which ends on the fifth day of every fall/spring term at 5:00 pm. There are no academic consequences for this action, but there may be tuition adjustments and financial aid repercussions for this Drop if you no longer meet aid qualifications.

A Course Withdrawal or a Term Withdrawal occurs when you remove yourself from a course AFTER the Course Adjustment Period has concluded. There could be financial repercussions for this Withdrawal based on the refund schedule. The academic consequences from this action include receiving a "W" for the course, which will appear on any unofficial or official transcripts. A grade of "W" will not impact your GPA, but does not count as completed credit toward your degree which has implications for Satisfactory Academic Progress and Tuition Surcharge.

How many times can I drop and/or add courses during the Course Adjustment Period?
You may drop and/or add courses an unlimited number of times during the Course Adjustment Period (first five days of fall/spring term). Note: You are still responsible for all course information and work assigned in the course even if it was assigned prior to your adding the course. It is important that you notify the instructor when you add a course during the Course Adjustment Period in order to receive a copy of the syllabus, discuss instructor expectations and determine if you have missed any assigned work.

How many times can I withdraw from a course or term?
Course Withdrawal: Each incoming student (freshmen and transfer) receives a 16 semester hour allotment to use for Course Withdrawals. Course Withdrawals are allowed after the Course Adjustment Period has concluded and up to 60% of the semester. Beyond 60% of the semester, Course Withdrawals are allowed for exceptions only.

Term Withdrawal: There is an unlimited number of times that you may withdraw from a term.
NOTE: Term Withdrawals do not impact the 16 sh “bank” allowed for Course Withdrawals.

Are dropped courses used during the Course Adjustment Period included within the 16 semester hour Course Withdrawal allotment?
No. You have an unlimited number of times that you can drop and/or add courses during the Course Adjustment Period and these drops are not considered withdrawals.

What is the total number of semester hours allowed for Course Withdrawals?
The number of semester hours allowed for Course Withdrawals is limited to 16 semester hours. Prior to fall 2015, the number of Course Withdrawals was limited to 4 courses. All students will begin with the 16 semester hour bank regardless of how many Course Withdrawals were used prior to fall 2015.

I am a transfer student. Are my Course Withdrawals prorated?
All students, regardless of when they enter ECU, start with a 16 semester hour Course Withdrawal bank from which to draw.

**What should I do if I am considering withdrawing from a course and/or my professor recommends I withdraw from a course?**
Talk with your professor. Your professor can inform you about your progress in the course based on the grading criteria stated in the syllabus and your participation and grades earned to date. Your professor may also be able to explore opportunities that may allow you to successfully complete the course in accordance with University guidelines and policies.

**In addition to the professor of the course, whom should I contact if I am thinking of withdrawing?**
After your discussion with your professor, contact your academic advisor. Your advisor can help you understand the consequences of withdrawing from a course or term and the impact on your graduation goal. The advisor can help you strategize the best options. If you are receiving financial aid, you should also discuss the ramifications of withdrawing from a course or term.

**How do I process a Withdrawal?**
If you are considering withdrawing from a course or term, discuss your options and impact on degree progression with your professor and academic advisor. Also, if you are receiving financial aid, you should speak with a financial aid counselor to understand your financial obligations. If you still decided that you would like to withdraw from a course or term, the actual process for withdrawing is based on timing as follows:

a. If you withdraw from a course or term within the first 60% of the term (refer to university calendar for specific date), email regis@ecu.edu to process the request.

b. Withdrawals for a course or term after 60% of the term is completed are granted only for extenuating circumstances. Students may petition the Dean of Students for Course or Term Withdrawals by exception. 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 and 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.

**Do Course and Term Withdrawals count toward tuition surcharge?**
Yes. Course and Term Withdrawals count toward the total number of attempted credits according to the Tuition Surcharge Policy unless there is an extenuating circumstance.

**If I withdraw from a course twice, does it count double towards the Course Withdrawal 16 semester hour bank?**
Yes. Each time you withdraw from a course, the number of semester hours will be deducted from the 16 semester hour bank that you are allowed.

**What happens when I have reached my 16 semester hour Course Withdrawal limit, but need to withdraw anyway?**
Unless you have extenuating cause that prevents you from continuing in the course, you can expect to receive whatever grade is due in the course at the end of the semester. For example:
A student has already utilized 14 semester hours from the 16 semester hour Course Withdrawal bank and has only 2 semester hours remaining in the bank. The student may not withdraw from a 3 semester hour course, but could withdraw from a 1- or 2- semester hour course.