



(Updated October 2016)

Withdraw Policy

To withdraw from a course prior to the first day of class, a student may do so on the Self Service page of CampusNet or by calling the Certificate Services (919.761.2356).

Please note that all BWI Courses are **not refundable**.

After the first meeting of any class, students may withdraw from courses with the approval of the professor. Withdraw forms can be found on each course's Moodle page. The withdrawal will be noted on the student's transcript but will not affect the student's grade point average. Classes from which a student withdraws can be retaken any time they are offered. Fees are not refunded for withdrawals.

Auditing a Course

Students cannot switch to auditing a class after once they have enrolled. The auditing fee is \$50. You must get approval from the Women's Life Office to Audit.

Request for Withdraw from a BWI Class

Instructions: Fill out items 1-5 before seeking your Professor's signature. (Please Print)

1. Student Name (print): _____

2. Request permission to withdraw from (course number): _____
(Course name): _____

3. Reason for request (explain below):

- Severe new health problems
- Employment change making class attendance impossible
- Personal disaster or circumstance: absolutely unanticipated, unavoidable, uncontrollable
- Other: _____

4. Student number: _____

5. Student signature: _____ Date: _____

No withdrawal will be allowed unless the Professor has been informed of the Student's desire and reasons. Professor Comments:

To be completed by professor:

- I approve the withdraw petition of this student.

Professor's signature: _____ Date: _____

Certificate Services Notification date: _____ Initials: _____