



## **NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

### **SEC. II—WITHDRAWAL 2.0**

### **RETROACTIVE WITHDRAWAL FROM THE UNIVERSITY**

#### **UNIT POLICY—ACADEMIC AFFAIRS**

A student who was unable to initiate the process for withdrawal from the University by the last day to withdraw as published in the academic calendar may request a retroactive withdrawal. Requests for a retroactive withdrawal shall be considered on a case-by-case basis, and shall be based on the following:

- A. serious illness or documented medical condition;
- B. death of an immediate family member;
- C. involuntary call to active military duty;
- D. documented change in conditions of employment;
- E. newly documented learning disability;
- F. other emergency circumstances, legal requirements, or extraordinary situations.

Written requests must be submitted prior to the end of the semester immediately following the semester for which the retroactive withdrawal is being requested. Before Sebastian Health Center or the Counseling Services approves a retroactive withdrawal, the health care provider shall consult (with the student's consent and without providing medical details) with the school/college dean in the student's field of study for the dean's input.

Except under extraordinary circumstances or to comply with legal requirements, for retroactive withdrawals subsequent to the effective date of this policy, students are limited to one (1) retroactive withdrawal during their academic career.

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Date Original is Effective: May 15, 2012

First approved: February 20, 2012

Revised: