Complete Term Withdrawal (Student Instructions)

If you need to withdraw from all courses for the current term, you may do so online. Please consult your advisor, &/or the Academic Dean of your college to discuss the repercussions of a term withdrawal. Check the University calendar for dates and deadlines before proceeding. This application is only available to undergraduates who are not OAP students. For graduate term withdrawals, please see the Graduate School

With your advisor, you will need to determine:

- Your overall withdrawal count. Students are limited to a maximum threshold of 16 credit hours throughout their academic career. This is a state wide policy, established by the UNC Board of Governors, effective fall 2014.
- If you are in the:
  - **W-Withdrawal** period which begins immediately after drop/add and continues through the seventh week of the semester. (See University calendar for deadlines) Appears as “W” on transcripts and not included in GPA.
  - **WF-Withdrawal Failing** period which begins the 8th week of the semester and continues through Reading Day. (See University calendar for deadlines) Appears as “WF” on transcripts, equals 0.0 and is averaged into GPA.

Withdrawals beyond the initial 16 credit hours will automatically be recorded as “WF”, regardless of one’s performance in the course(s) at the time of the withdrawal. “WF” will have a negative impact on academic standing and/or GPA calculation. Students may review their withdrawal count in Seanet, following these steps:

1. Go to the “Student Services and Financial Aid” tab,
2. Select “Student Records”,
3. Select “What is all the F.U.S.S. About?”
4. Your withdrawal count will be listed

Full-time students (at least 12 hours) who earn a 0.0 GPA in any semester will be dismissed from the university and will not be permitted to enroll for two consecutive regular semesters.

If you have questions about the withdrawal process, please contact the Office of the Dean of Students. If you have problems using this application, please contact the Technology Assistance Center.

To access the Complete Term Withdrawal Application:

- Go to mySeaport.
- After logging in, select the Student Services tab.
- Look for the “Services” menu on the bottom, left of the screen.
- “Complete Term Withdrawal” application is the 2nd to the last listing.
- Click on the application.
If the message below appears, you are not able to use the complete term withdrawal online. This application is only available to undergraduates who are not OAP students. For graduate term withdrawals, please see the Graduate School.

- If you successfully entered the Complete Term Withdrawal Application as an undergraduate student, you will get a “welcome message” with your name displayed. Read the message which follows carefully. Note that depending upon the date you decide to withdraw, you will either be in the Withdraw Passing time period or the Withdraw Failing time period. (Check the university calendar for dates and deadlines)

- Select the Continue button to proceed

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**Student Withdrawal Process**

You are in the "Withdraw Passing" time period, meaning withdrawing from courses will not affect your GPA as long as you have not reached the maximum threshold of 16 credit hours. Withdrawal Passing is represented on transcripts as a ‘W’. You are limited to a maximum threshold of 16 credit hours from which you may withdraw. Withdrawals beyond the initial 16 credit hours will automatically be recorded as "WF" regardless of your performance in the course(s) at the time of the withdrawal. "WF" grades will negatively affect GPAs and Satisfactory Academic Progress (SAP). You may view your current withdrawal count within SelfNet by selecting "Student Services & Financial Aid --> Student Records --> What is all the F/SS about?"

If you wish to continue with the withdrawal process, please proceed to the next page to withdraw from the university.

**Note:** After 60% of the semester, withdrawing will result in a withdrawal failure (WF), which will have implications on your GPA. Please consult the University Catalog Calendar for withdrawal dates.

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**OR**

**Student Withdrawal Process**

Please note that this request will result in a withdrawal failing, meaning each course will affect your GPA as a zero and it will appear on your transcript as a WF.

If you wish to continue with the withdrawal process, please continue on to the next page to withdraw from the university.

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- The next screen displays your current schedule and the number of credit hours remaining of the 16 allowed. To continue the application check the box beside the term. Please note the following examples:

1. The first student has 16 credit hours remaining
2. The second example is a student who only has 7 credit hours remaining of the 16. He/she is trying to withdraw from a total of 8 credit hours. If this student continues through the application process, (including the general survey and the message check off page) an alert will be sent to the Office of the Registrar to review the withdrawal and select which course(s) must be designed as "WF".
If a refund is possible (dependent on withdrawal date), an eligibility box will appear directly under the initial screen. Click here for more information on the refund schedule.

### Student Survey

- After selecting Continue, you will be asked to complete a survey. These questions are important for us to determine why you’re withdrawing and how we can improve in the future. These questions are required. Below is a sample of the first part of the questionnaire. If you accidentally miss a question, you will be prompted which questions still require answers by selecting the continue button. *(You can still back out by selecting Cancel.)*

- When all questions have been answered, select Continue. *(You can still back out by selecting Cancel.)*
Departmental Messages and Check off boxes

There are different ways the decision to withdraw from all of your classes will impact you across campus. The following offices include additional information for you to consider:

- Financial Aid
- Office of the Registrar
- Auxiliary Services
- Housing
- Student Accounts
- Parking
- Student Health Center

**Read and check the box** next to each message listed to continue with the withdrawal application.

- Once you’ve read each message and checked each box, **only then** will you be able to proceed with finalizing your term withdrawal. *(You can still back out by selecting Cancel).*

- The final screen will ask you to confirm your decision to permanently withdraw from the university. When comfortable with your decision, select **Confirm**. *(You can still back out by selecting Cancel).*

**Note:**
A confirmation email will be sent to you and your advisor. Additional withdrawal notifications will be sent to each of your instructors for the current term. Other offices for which you have connections will also be notified. Any and all outstanding charges will be applied before determining if a refund is available. If you’re **active duty**, an **athlete**, **international**, **Isaac Bear Early College** or **honor** student…an additional approval step will be necessary.