

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](#).

You do not have access to this system

If you have questions or problems, please contact the [Technology Assistance Center](#) at (910) 962-4357 or Tac tac@uncw.edu. If sending e-mail, please provide your name, campus e-mail address and a phone number where you can be reached.

- 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

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. Withdraw 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 SeaNet by selecting “Student Services & Financial Aid --> Student Records --> What is all the FUSS 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.

Continue

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.

- 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



UNCW Policy will allow you to withdraw from the term thru Reading Day.

The courses for which you are currently registered are listed below. To withdraw, check the box beside the term. Reimbursement, if any, will be displayed. To continue, click the **Continue** button at the bottom of the page. You may safely **Cancel** this withdrawal application at any time **until the last screen**.

Withdrawal Limits and Satisfactory Academic Progress (SAP)

The UNCW Board of Governors established a state-wide policy, whereby students are limited in the number of withdrawals allowed during the entirety of their undergraduate career.

That limit has been set at sixteen (16) semester hours. *Partial withdrawals are not allowed (i.e. a three credit hour course may not be broken into three, one hour segments).* Any withdrawals beyond the initial 16 credit hours will be automatically recorded as "WF" regardless of your performance in the course at the time of withdrawal. **"WF" grades will negatively affect GPAs and Satisfactory Academic Progress (SAP).** For further information please go [here](#) and consult your academic advisor. You may view your current withdrawal count within SeaNet by selecting "Student Services & Financial Aid --> Student Records --> What is all the FUSS about?"



Available Terms

You currently have 13 credit hours from which you may withdraw.

Spring 2017 Withdraw from this term

Subject	Class #	Section #	Credit Hrs
MGT	350	5	3
MKT	343	2	3
BUS	305	1	1
FRH	102	6	3
OPS	370	6	3

Total Credit Hours: 13

- 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".

Available Terms

You currently have 7 credit hours from which you may withdraw.

Fall 2015 Withdraw from this term

Subject	Class #	Section #	Credit Hrs
CHM	495	1	1
CHM	212	1	3
CHML	212	202	1
GER	209	800	3

Example of student exceeding max count; CTW automatically sends issue to Office of the Registrar for review

Additional Withdrawal Implications

You currently have **7** credit hour(s) remaining to withdraw from and are currently trying to withdraw from **8** credit hours.

Informs students of their existing withdrawal count (16 max)

(Students may cancel the Complete Term Application process at any time, until the very last step)

- 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.

Available Terms

You currently have 16 credit hours from which you may withdraw.

Fall 2015 Withdraw from this term

Subject	Class #	Section #	Credit Hrs
CRM	301	1	3
ANT	211	800	3
FIN	235	1	3
SOC	315	800	3

Reimbursement Amount (Current Term Only)
 You will be eligible to receive 0% of the tuition and fees charged for the current semester. If you have Financial Aid, adjustments may also be required resulting in additional changes to your student account.

By clicking the 'Continue' button you have agreed and verified that you understand you are requesting to withdraw from the term(s) or semester(s) selected and that you want to continue with the withdrawal process.

By clicking the 'Cancel' button, you are terminating the withdrawal process and will continue attending classes.

If you have any questions about your decision to withdraw from UNCW, please contact the Office of the Dean of Students at (910) 962-3119, email deanofstudents@uncw.edu or come by the office in Fisher University Union, Suite 2013 to discuss your situation.

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.)*



We'd like to know the reasons you have decided to leave UNCW

(Please check all that apply and provide a brief explanation)

Personal reasons

Financial reasons

Academic reasons

Dissatisfaction with services provided by UNCW:

Dissatisfaction with campus culture/climate:

Other reason(s):

Please indicate your level of agreement with the following statement: **The campus climate of UNCW is welcoming and supportive.**

Strongly Agree Agree Neutral Disagree Strongly Disagree

Do you plan to return to UNCW in the future?

No Yes Maybe

- 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
Student Accounts

Office of the Registrar
Parking

Auxiliary Services
Student Health Center

Housing

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).*



Withdraw Confirmation

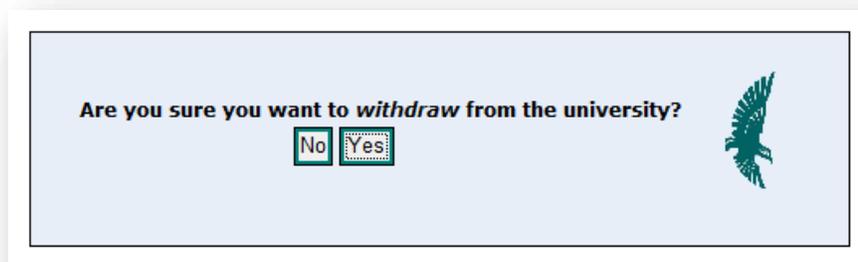
WARNING!

By clicking the "Confirm" button, you are agreeing and verifying that you understand you are requesting to withdraw from the term(s) or semester(s) selected and that you want to complete the current withdrawal process. This cannot be undone.

By clicking the 'Confirm' button, you are agreeing and verifying that you understand you are requesting to withdraw permanently from the university

By clicking the 'Cancel' button, you are terminating the withdrawal process and will continue attending classes

If you have any questions about your decision to withdraw from UNCW, please contact the Office of the Dean of Students at (910) 962-3119 or come by the office in Fisher University Union, Suite 2013 to discuss your situation.



Are you sure you want to *withdraw* from the university?

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.