

**ELIZABETH CITY STATE UNIVERSITY**  
**Policy on Limitations of Course Withdrawals**

**Preamble**

Elizabeth City State University emphasizes the importance of students making realistic course load decisions, staying focused and completing courses. But, there may be situations when a student must withdraw from a course. Students may withdraw from any course or courses without penalty by submitting a Change of Schedule form to the Office of the Registrar on or before the last day to withdraw from an individual course, as published in the Academic Calendar. This policy specifies limitations on course withdrawals.

Students can drop classes without penalty during the schedule change (drop/add) period at the start of the semester. Schedule change deadlines are published in the academic calendar. After the drop/add deadline, students can withdraw from **no more than 16 semester hours** during their undergraduate career. If a student withdraws from a course:

- 1) A W will be recorded on the transcript,
- 2) The course(s) will count as attempted hours,
- 3) The course(s) will count in tuition surcharge calculations, and
- 4) The course(s) are subject to all financial aid and SAP rules and calculations.

The deadline for such a withdrawal will be outlined in the Academic Calendar but shall be no later than the completion of 60 percent of the indicated term. After a student has exceeded this limit, the student must receive a final grade of A, B, C, D, or F. Incompletes "I" will not be allowed as a substitute for a course withdrawal beyond the course withdrawal limit. The course withdrawal limit applies to all undergraduate students and follows them until they graduate.