

ELIZABETH CITY STATE UNIVERSITY
Policy on Undergraduate Withdrawals through the Counseling Center

Withdrawal from the University for Undergraduate Students

All students who are officially registered for classes and who wish to withdraw from the university must complete the withdrawal procedure at least two weeks prior to final exam week. Withdrawals are processed in the Counseling Center. Students receive exit counseling and are advised of the procedures to follow for any financial obligations. Instructors will record a grade of "WD". A student who is registered for classes and does not officially withdraw from the university will receive a grade of "FA". Students may administratively withdraw from the university with written approval from the Vice Chancellor for Student Affairs. Students who have a pending judicial charge are not allowed to withdraw from the university before the outcome of charges is completed on campus.