Procedures for Processing Late Course Adds/Drops and Semester Withdrawals

Course Load Reduction/Late Course Drop

- Student picks up schedule revision forms in CALS AP office, 111 Patterson Hall: 8:00 a.m. – 5:00 p.m.
- Medical reasons: student secures family physician or Health Center Documentation.
- Psychological/Emotional reasons: student secures documentation from Counselor/Counseling Center.
- Student secures necessary adviser and/or instructor signatures.
- Documentation must be provided to substantiate hardship.
- Student returns forms to 111 Patterson; receptionist time/date stamps the forms. If required, student will be contacted to meet with Dr. Kirby.
- Staff distributes to Director who reviews; in the event the Director is away from the office, the staff person will redistribute as appropriate.
- Student may pick-up his/her form after 1:00 p.m. the following day. Student carries the signed forms to Registration and Records (1000 Harris Hall) for processing.

Students Dropping Below 12 Credit Hours

- Students must meet with their adviser and complete the Request and Notice of Consequences Form.
- Student must complete the back of the Goldenrod Schedule Revision form and understand the consequences of part time enrollment on housing, financial aid, scholarship, international status and/or graduate program support.

NOTE

- If there are any questions regarding the impact of dropping below 12 semester credit hours upon financial aid, scholarship or other issues, the signed forms will be delayed until the issues are resolved and impact determined.

Withdrawal From The University

- All withdrawals from the University are initiated through the NCSU Counseling Center, Student Health Center.
- Call the Counseling Center at 515-2423 and make an appointment to see a counselor.
- Withdrawals may be approved by the Counseling Center for these reasons:
  - Medical reasons
  - Emotional problems or crisis situation
  - Statement of documented hardship, approved by the Academic Dean in CALS
- Procedures:
  - If a withdrawal request is determined to be hardship, the counselor will ask you to obtain the signature of the Director.
  - Call 515-3248 to make an appointment with the Director of the Agricultural Institute.
  - Bring withdrawal form, along with a letter of explanation and documentation of extenuating hardship, to the Director's office.
  - Request will be reviewed. If approved, the student will return the form to the Counseling Center, where instructions will be given regarding completion of the withdrawal process.