Current policy:

**UNC Charlotte Academic Policy-and-Procedure: Termination of Enrollment**

I. Introduction
There is no introduction for this policy and procedure.

II. Policy and Procedure Statement

**DROPPING OR WITHDRAWING FROM A COURSE(S) WHILE MAINTAINING ENROLLMENT IN OTHER COURSES**

**TERMINATION BY THE STUDENT**

A student may terminate enrollment in a course(s) but continue enrollment in other courses by dropping or withdrawing from a course by the respective deadlines specified in the Registration section of the Undergraduate Catalog. This may be done through Banner Self-Service.

Prior to the end of the add/drop period, a student may terminate enrollment in one or more courses by dropping them in accordance with the Registration policy. After the end of the add/drop period, a student may terminate enrollment in one or more courses by withdrawing from them in accordance with the Withdrawals policy.

**OFFICIALLY WITHDRAWING FROM ALL COURSES FOR THE TERM (FALL, SPRING, SUMMER)**

Students seeking to withdraw from all courses in a term, after the Add/Drop period as defined in the Registration section of the Catalog, must officially withdraw to terminate enrollment for that term. A student may withdraw from the University through Banner Self Service by the deadline for that term. A withdrawal is effective when the withdrawal action is submitted through Banner to the Office of the Registrar. A student who withdraws from the term will receive the grade of W for all courses in progress; any student who leaves the University before the close of a term without withdrawing officially will receive a failing or unsatisfactory grade (F for undergraduate courses and U for graduate courses) in each course for which he/she is registered. Students who experience a personal or medical crisis have the option of requesting a withdrawal from all courses via the Dean of Students Office during the term the crisis begins. If approved, the Dean of Students Office will notify the student’s academic department(s). [Note: In addition to withdrawing from all courses, students must terminate all financial obligations with the University such as financial aid, housing, dining, etc., by completing necessary paperwork in each office.]

**TERMINATION BY THE UNIVERSITY**

The University maintains the right to terminate a student’s enrollment in a course for a variety of reasons including, but not limited to: students not meeting necessary prerequisites, course schedule changes, course cancellation due to low enrollment, or the student’s nonfulfillment of course prerequisites, or minimum course enrollment is not met.

The University maintains the right to terminate a student’s enrollment at the University in all courses in a term for a variety of reasons including, but not limited to: academic suspension, suspension for violation of the Code of Student Responsibility, or suspension for violation of the Code of Student Academic Integrity, or for a student who has not been enrolled for the period of one calendar year. Students who have been suspended for academic or disciplinary reasons must apply for readmission as described in the Readmission of Former Students policy.
III. Definitions

- **Course** – A specific subject studied within a limited period of time. Courses may utilize lectures, discussion, laboratory, seminar, workshop, studio, independent study, internship, or other similar teaching formats to facilitate learning.

- **Registrar** – The official at the University who is responsible for maintaining student records. The Office of the Registrar plans and oversees registration, academic record maintenance, transcript preparation, graduation, a degree audit report system, and curricular records.

IV. Policy and Procedure Contact(s)

- **Authority:** Faculty Council
- **Responsible Office:** Office of the Provost and Vice Chancellor for Academic Affairs
- **Additional Contact(s):** Office of the Registrar

V. History

- There is no documented History for this policy and procedure.

VI. Related Policies, Procedures, and Resources

- The Code of Student Responsibility
- The Code of Student Academic Integrity

VII. Frequently Asked Questions

- **Which students are covered under this policy and procedure?**
  This policy and procedure applies to all undergraduate students at UNC Charlotte.