

## Withdrawal from Courses and Resignation from the University

1. After the last day of late registration and through the last day to withdraw from a course, a student can withdraw from a course by completing a Course Withdrawal Form with his/her advisor and submitting the completed form to the Office of the Registrar. The student will then be withdrawn from the course, and a grade of 'WZ' will be assigned. A student who is unable to come to campus to complete this process should contact his/her academic advisor for assistance.
2. All recipients of federal financial aid who officially withdraw from a class or who unofficially withdraw by discontinuing class attendance are subject to repayment of a portion of funds received.
3. Although 'WZ' grades do not affect a student's grade point average, excessive course withdrawals reflect negatively on the student's record, increase the amount of time needed for degree completion, and may result in the loss of scholarships and other types of financial aid. Because of this, the University will assess a per course withdrawal fee of **\$50** for excessive course withdrawals beyond an established limit.
  - a. Effective Fall 2013, an undergraduate student may only withdraw ('WZ' grade) from **six** undergraduate courses (numbered 000-499) during his/her academic career at McNeese, without incurring the per course withdrawal fee for excessive withdrawals.
  - b. If a student exceeds the specified number of course withdrawals ('WZ' grades), the student will be assessed the course withdrawal fee for each course over the limit. The student must pay the charges prior to submitting the course withdrawal form to the Registrar's Office for processing.
  - c. The following drops and withdrawals are not counted toward the course withdrawal limit:
    - i. Course drops during registration where withdrawal grades are not assigned
    - ii. Any withdrawal before Fall 2013
    - iii. Withdrawals resulting from resignation from the University ('W' grades)
    - iv. Withdrawals resulting from military activation ('WM' grades)
    - v. Withdrawals resulting from administrative action ('WX' grades)
    - vi. Withdrawals from ORIN 101 or MAAP 200
    - vii. Withdrawals from linked lab sections where no credit or grade is assigned (Ex: BIOL 225 LA – 0 credits)
    - viii. Withdrawals earned at other institutions
  - d. The amount of the per course withdrawal fee for excessive course withdrawals is subject to change without prior notice.
4. A student who wishes to withdraw from all courses must resign from the University.
5. Resignations must be received in the Office of the Registrar by the designated date published in the University calendar. A resignation form may be completed at the Office of the Registrar. A student who is unable to come to campus may mail or fax a signed letter of resignation to the Office of the Registrar. The resignation is effective when the letter is received in the Office of the Registrar.
6. A student who officially resigns from the University prior to a designated date will receive a grade of 'W' in all courses; however, if a student previously withdrew from any courses, the assigned grade of 'WZ' will not be replaced with a grade of 'W'. Courses with a grade of 'W' are not counted toward the course withdrawal limit.

7. Grades of 'F', 'I', or 'WN' may be recorded for students who leave the University without officially resigning by the designated deadline. Effective Fall 2013, a course withdrawal fee of \$50 will be assessed for every 'WN' grade assigned. This per course fee will automatically be charged to the student's account when the 'WN' grade is assigned.
8. The deadline for withdrawing from a course or resigning from the University is approximately 60 percent into the semester or summer session. The date appears in the University calendar at [www.mcneese.edu/schedule](http://www.mcneese.edu/schedule) and in this catalog. After this date, a student may not withdraw from a course or resign from the University.
  - a. In extraordinary cases, a student may appeal to his/her academic dean to withdraw from a course or resign after the published deadline, but before final exams begin. Such cases might include, but are not limited to, job relocation, prolonged medical problems, serious accidents, or death in the immediate family. It is the student's responsibility to provide documented evidence of the reasons for the request. Extraordinary cases shall not include dissatisfaction with an anticipated grade or a decision to change a major. Any approved requests must be submitted by the dean to the Registrar's Office prior to the beginning of the final exams. Course withdrawals approved by the dean will count toward the course withdrawal limit. Any student exceeding the course withdrawal limit must pay the per course withdrawal fee before the Registrar's Office will process the request.
  - b. Retroactive withdrawal after a semester ends is permitted only by approval of a student appeal. Information and appeal forms for undergraduates may be obtained from the Office of the Registrar. A non-refundable fee must be paid prior to filing the appeal. Course withdrawals approved by the retroactive withdrawal committee will count toward the course withdrawal limit. Any student exceeding the course withdrawal limit must pay the per course withdrawal fee before the Registrar's Office will process the approved withdrawals.