

**Resolution 2014-2. On Complying With the Directive of the Office of General Administration of The University of North Carolina Concerning the Deadline for Dropping Courses.**

The Faculty Council enacts:

Section 1. The portion of the Academic Procedures for Course Schedule Changes pertaining to the drop period, as found in the Undergraduate Bulletin, is amended as follows:

**“Course Schedule Changes ~~before the End of the Eighth Week of Classes~~**

Insofar as possible, changes in course registration schedules should be made during the first five days of classes. During this time, students may add courses using the online registration system. After the first five days of classes, if students wish to register or make additions to their schedule, they must obtain a registration/drop/add form from their academic advisor, the concerned department, or their professional school and must obtain the signatures of both their instructor and their school dean (or dean’s designee). For students in the General College and the College of Arts and Sciences, only the associate dean for advising (or dean’s designee) has this authority. After the final day to add classes on the Web, deans (or deans’ designees) will approve only those registrations or course additions that have first been approved by the instructor.

**Course Schedule Changes during Weeks One and Two**

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During the first two weeks of classes, students may drop a course using the online registration system, but they are responsible for ensuring that their schedules do not fall below the minimum 12 academic hours required for full-time registration.

**Course Schedule Changes during Weeks Three through Eight**

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After the second week of classes, students should not stop attending any class or completing assignments unless and until their academic advisor or dean officially approves dropping the course from the student’s schedule. After the second and before the end of the eighth week of classes, students who wish to drop a course must obtain a registration/drop/add form from their academic advisor, the concerned department, or their school and must obtain their dean’s signature (or deans’ designees) on the form. If permission is granted, the registration/drop/add form is submitted to the Office of the University Registrar on the student’s behalf. When a course is dropped between the second and eighth week of classes, a grade of WC (withdrawal by choice) shall be recorded and used internally for tracking and reporting purposes. For external purposes, the WC grade is equivalent to the W grade. Once declared, a WC grade cannot be rescinded except when a student withdraws from an entire semester due to extenuating circumstances. A student is allowed no more than 16 hours of WC grades during her or his undergraduate career.

## Course Schedule Changes after the Eighth Week of Classes: The Appeal Process

After the eighth week of classes, students must petition to drop courses through the dean's office of the school in which they are enrolled. For students in the General College and the College of Arts and Sciences, the associate dean for advising (or designee) has this authority.

To drop a course after the eighth week of classes, students must complete and submit an appeal to the appeals committee of their college or school. In the General College and the College of Arts and Sciences, an appeals committee meets weekly. Possible legitimate reasons for requesting a course drop after the eighth week of classes include serious illness, personal or family problems, financial problems requiring employment after the start of the semester, or other serious problems that prevent students from meeting their academic responsibilities.

Students must first discuss their reasons for requesting a late course drop with an academic advisor or their academic dean. The advisor or dean provides the student with a standard form that explains the process for an appeal. The appeal must include a statement from the student, an evaluation of performance and class attendance from the course instructor, and any pertinent documentation that provides compelling support for the appeal. The student must submit the completed form to the office of the associate dean for advising in the Academic Advising Program of the College of Arts and Sciences and General College. Submission of an appeal does not ensure that the request will be granted, and students must continue to attend classes and complete all assignments until informed of the committee's decision. If a course drop is approved, the registration/drop/add form is processed through the Office of the University Registrar.

Students enrolled in professional schools should acquaint themselves with the appropriate appeals procedures in their schools.”

Section 2. The definition of the W grade is amended as follows:

“A notation of W (withdrawn) is entered in the grade column of academic transcripts if students are permitted by their school to drop a course after the eighth week of classes or proportional equivalent for summer terms and other nonstandard enrollment periods. This notation is automatically entered unless the student's academic dean specifies otherwise.”

Section 2. These amendments will apply to second-year and second-year transfer students beginning with the Fall Semester, 2015, and to third-year and third-year transfer students beginning with the Fall Semester, 2016. They will apply to all students beginning with the Fall Semester, 2017.

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