All students, both full time and part time, desiring to withdraw from the University or to discontinue enrollment in all courses, should obtain a University Semester Withdrawal form (see withdrawal process for details). An exit interview will be conducted to assist the student in completing the withdrawal form and to resolve any outstanding obligations. A student who leaves the University without following this procedure may prejudice any further attempt to re-enter the University and will receive a grade of \( F \) in all courses.

The date of withdrawal from the University will be posted on student transcripts. Courses from which the student withdraws during the late registration period will not be recorded on a student’s permanent record. Thereafter, through two-thirds of the total number of class days from the beginning of the term/session, the grade of \( W \) will be recorded on a student’s transcript but will not be used in computing the grade point average.

Withdrawal from Coastal Carolina University

Withdrawal from the University or from a course during final exams is not permitted.

Specific dates are listed in the University Academic Calendar. Students withdrawing after the close of the prescribed “withdraw with \( W \)” period and prior to the last day of class will receive a grade of \( WF \) for each course in which they are enrolled. A \( WF \) is treated as an \( F \) in computing the student’s grade point average. Students who stop attending classes without officially withdrawing will have the grade of \( F \) recorded for each course. This grade is included in all calculations and totals.

Exceptions to the assignment of a grade of \( WF \) are possible only for verifiable, documented reasons. If a student must withdraw from the University for medical reasons or for another acceptable major cause after the last day to receive a \( W \), the grade of \( W \) still may be assigned. A Request for Total Withdrawal From Courses Due To Extenuating Circumstances form, available from the Office of the Dean of the student’s major, must be approved by the course instructor(s) and the student’s academic dean and returned to the Office of the Registrar by the dean.

For specific academic withdrawal dates for the current term, go online to www.coastal.edu/registrar, select Academic Calendar and then choose the current term.
Withdrawal from the University may be more expensive than you think.

Students who withdraw from the institution will be given a refund on the basis of either:

1. University refund calculation (students who do not receive Title IV Federal Financial Aid), or

2. University refund calculation and Return of Title IV Funds Policy (students who receive Title IV Federal Financial Aid).

Both refund calculations conform to federal regulations set forth by the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1998 (Public Law 105-244 approved on Nov. 1, 1999).

The Return of Title IV Federal Funds Policy applies only to students at the University who are recipients of Title IV Federal Financial Aid. A copy of the Return of Title IV Funds Policy worksheet is available in the Office of Financial Aid.

The University policy applies to all students who withdraw from the institution.

The refund schedules are published online at http://www.coastal.edu/studentaccounts/tuitionrefund.html.

Withdrawal Process

1. The University Semester Withdrawal form must be obtained from the University Academic Center located in the Prince Building, room 213F. The top portion of the form, including student signature and date, must be completed in the University Academic Center when the form is obtained.

   A counseling session with a retention counselor will take place explaining the ramifications of withdrawing. At that time, the retention counselor will date stamp the form, which will begin the seven-day validity period for the form.

2. The student will make appointments with, and obtain signatures from, each of the following offices: Office of Student Accounts, Office of Financial Aid, Office of Residence Life (if applicable), and the SEVIS Official (International Students).

3. Within the seven-day period, the completed form must be submitted for processing to the Office of the Registrar, located in the Singleton Building, room 116. Failure to complete the process within the seven-day period will nullify the University Semester Withdrawal Form. The student will relinquish his/her student identification card to the Office of the Registrar at the time the completed form is submitted.

4. Once processed, a copy of the submitted University Semester Withdrawal request form will be provided to the student.