

NIU UNDERGRADUATE COURSE WITHDRAWAL

All requests for withdrawal from a course must be initiated and processed through the central advisement office of the college in which you are pursuing a major (see the Academic Advising Center if you have not declared a major). Please be aware of the established deadline for withdrawing from the course. It is recommended that you provide an honest description of the circumstances that prompt you to request a withdrawal.

There are several issues to consider before withdrawing from a course. New students and transfer students are limited in the number of semester hours from which they can withdraw. During your meeting in the college advising office, it would be advisable for you to determine answers to the following questions before finalizing your plans for withdrawal.

- If I am passing the course when I withdraw, what will my transcript show?
- If I am not passing the course when I withdraw, what will my transcript show?
- If I withdraw at this time, will I get any refund of my tuition and, if so, how much?
- Instead of a withdrawal, what other options do I have for resolving this particular situation?
- If I reduce my total enrollment hours, are there other ramifications that I should consider (such as eligibility for financial aid or medical insurance coverage, etc.)?
- If I continue to pursue this withdrawal, what other steps must I complete?
- If I withdraw from the university, what are the procedures for leaving the residence halls and what are my remaining obligations to my residence hall contract?

International students should consult with the International Student and Faculty Office for advice about their specific situation before withdrawing from a course.

LATE WITHDRAWALS: A student may withdraw from a course after the established deadlines only in exceptional cases supported by acceptable evidence of serious illness or other major non-academic personal difficulty. Approval of course withdrawal after the deadline may be granted only by the dean or the dean's delegate in the student's college. If such approval is given, W will be recorded for the course if the student is passing at the time of withdrawal; if the student is not passing at that time, a grade of F will be recorded and included in both the term and cumulative GPA.