

Withdrawal Policy

Course withdrawals are not automatic. Students must withdraw on line or in writing through the Office of the Registrar. Students may withdraw through the 10th week of the semester. Instructors and advisors are strongly encouraged to explore options for successful completion (counseling, academic assistance, etc.) on an individual basis with students who want to withdraw. If a student discontinues attending a class without officially withdrawing, a letter grade (“A” through “F”) will be the final grade in the course. Students missing the listed withdraw deadlines may file an appeal for a late withdrawal.

As approved by the Faculty Senate, in April 2006, appeals for late withdrawal should be directed to the Office of the Registrar but must be approved, in sequence, by:

1. the advisor of the student;
2. the instructor of the course;
3. the chair of the department offering the course; and
4. a University Committee. (Academic Appeals Committee)

Petitions may be considered **ONLY** for documented hardship in defined categories such as:

1. a death in the immediate family;
2. serious illness of the student or an immediate family member;
3. a situation deemed similar to categories 1 and 2 by all in the approval process;
4. withdrawal due to Military Service (*Florida Statute 1004.07*);
5. National Guard Troops Ordered into Active Service (*Florida Statute 250.482*)

Students who do not officially withdraw will be assigned a standard letter grade. Students who withdraw are not enrolled as of the date the withdrawal is processed.

Appeals should be recommended only for documented, extenuating circumstances as stated above. Not doing well in the course is not a basis for an appeal to withdraw. Appeal forms are available in the Office of the Registrar.

If you have any questions regarding this policy, please contact the Office of the Registrar in Building 18, or call extension 2240.

Fall 2007 Withdrawal Deadlines*

	<u>Term A</u>	<u>Term B</u>	<u>Term C</u>
Withdrawal from ALL classes, “WR” (partial refund)	9/26	9/12	10/31
Individual course withdrawals and withdrawal from ALL classes, “W”	11/5	9/27	11/20
Withdrawal from ALL classes, grade of “W” or “WF” at instructor’s discretion	12/7	10/12	12/7

*Contact the Registrar’s Office for Term E Deadlines.

Withdrawal Notification

In order to keep faculty informed of a student's status in a course, an automated email will be sent to faculty when a course withdrawal has been processed including a withdrawal with a refund of fees. The automated reminders will be emailed to the instructor of record and will indicate the student’s name and the course, along with the date of withdrawal and withdrawal grade as assigned. As always, instructors may view the most current class roster at any time in ARGUS which will also indicate a student's registration status. We hope these messages will help you stay informed of a student's status in your class.