



# WITHDRAWAL PROCEDURE

## INSTRUCTIONS FOR STUDENTS AND FACULTY:

1. Please print in black or blue ink.
2. Complete all required information and obtain all appropriate signatures on this form.
3. Student is encouraged to speak with his or her instructor before withdrawing from a course.
4. If a student is withdrawing from one or more courses, student must sign form. If instructor is withdrawing the student, instructor must sign form. Instructor initiated withdrawal does not require signatures for parts A through E.
5. Return form to Enrollment Services (Ocala Campus, Bryant Student Union, Building 5-102, Citrus Campus Building L4, Levy Center Main Office).
6. Once processed, withdrawals can be viewed on the student's transcript or on the instructor's roster.
7. Withdrawal(s) may be reversed as a disciplinary action resulting from breaching the college's Academic Integrity and Honor Code.

## INFORMATION FOR STUDENTS AND FACULTY

A student may withdraw from any course without academic penalty by the midpoint in the semester. F.A.C. 6A-14.0301 1(a). (Check the appropriate dates in the college calendar for withdrawal deadlines.) A withdrawal form must be **completed** and **submitted** before or on the withdrawal deadline published by the college.

**NOTE:** *Courses with alternate starting dates may have different withdrawal dates published in the course syllabus or at the Enrollment Services Centers.*

A student may have only **three (3) attempts** per course including the original grade, repeat grades, and withdrawals at any point in the semester. Therefore, a student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and **will receive a grade** for that course. F.S. 1009.28, F.S. 1009.285 and FAC 6A-14.0301 1(b).

Students enrolled in **college preparatory** courses who have completed 12 hours of college credit coursework must maintain **continuous enrollment** in college preparatory coursework each semester and may not withdraw from their sole preparatory course while remaining in other college credit coursework. F.S. 1008.30 4(a) and FAC 6A-10315 (20).

A student who is **auditing** a course may withdraw at any time.

Students need to understand the potential impact that withdrawing from courses may have on the computation of their grade point average when their transfer to other institutions or limited access programs. FAC 6A-14.0301 2(c).

Students also need to consider the impact withdrawing will have on their specific **financial aid** award. Some types of financial aid, including but not limited to Bright Future Scholarship recipients, may require a student to pay money back to the college and/or Federal Government once the withdrawal has been processed. FAC 6A-14.0301 2(c) and S.B. 1696.

CFCC instructors may or may not initiate a request to withdraw a student from their class (please check with individual instructors). Instructors who withdraw a student from their class need to do so on or before the withdrawal deadline that is published by the college.

**NOTE:** *A withdrawal may not be processed if the request is for the student's third attempt at a course, the removal of a sole preparatory course if the student has earned 12 college credits, or if the student is a high school dual enrollment student and the permission of the high school counselor, home school parent and CFCC dual enrollment advisor are not granted. Withdrawal(s) may be reversed and a grade issued for a course as a disciplinary action resulting from breaching the college's Academic Integrity and Honor Code.*

**NOTE:** *High School Dual Enrollment Students MUST complete the High School Dual Enrollment Withdrawal Form being sure to include the high school guidance counselor's or home school parent's signature.*

**NOTE:** *The college calendar gives specific deadlines for withdrawing from the college.*