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# WITHDRAWAL PROCESS

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## Withdraw - State Board Rule 6A-14.0301

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See “Withdrawing from a Class” in the Registration section. Students are advised that withdrawing from a class and dropping a class have different implications. Students who withdraw will have a final grade of “W” for the class and may be financially obligated for the tuition and fees. In addition, withdrawing from a class can negatively impact the student’s status under Academic Standing and the Standards of Academic Progress. Dropping occurs prior to the posted drop deadline and the student is not financially or academically obligated when a class is officially dropped.

Students should check the *Academic Calendar* for term dates and important deadlines. Students may drop a course only by the published “Last Day to Drop or Add a Course.” Following the conclusion of the Drop/Add period, students may officially withdraw and receive a grade of “W” in the course, provided they do so by the published withdrawal deadline.

Academic and Student Services officials of the College reserve the right to administratively withdraw a student under circumstances that would impede the learning environment for Eastern Florida State College students, staff, and faculty.

- It is the student’s responsibility to complete and submit a *Course Withdrawal Form* to the campus Admissions and Records office to initiate the withdrawal process. Students without registration holds may also use the online registration system to withdraw. Form must be submitted by the published withdrawal deadline. Students who withdraw from a course are still responsible for tuition and fees for the course.
- Faculty may administratively withdraw a student for reasons such as, but not limited to, academic dishonesty or lack of academic activity.
- Students may not withdraw from a course taken for the third time; they must receive a grade for the third attempt. The “third attempt” rule went into effect in the fall of 1997. See the sections “Grade Forgiveness” and “Maximum Attempts.”
- Students considering withdrawing from any course are strongly encouraged to speak with a student advisor, Financial Aid and VA to discuss any impact that a withdrawal may have financially or academically.
- Exceptions to these guidelines and exemptions from full-cost tuition must be petitioned through the campus Associate Dean or Dean.

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## Withdrawing Can Negatively Impact Your Financial Aid

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- Students who withdraw from or stop attending all classes must repay a portion of their federal aid for the term.
- Bright Futures Scholarship recipients must repay EFSC for the cost of withdrawn courses.
- Withdrawing from or not attending class(es) might negatively impact your Satisfactory Academic Progress and eligibility for federal financial aid in the future.

Visit your campus Office of Financial Aid if you have any questions about how withdrawing may impact your current or future financial aid eligibility.

**Note:** Withdrawals may be viewed unfavorably by a third party, e.g. a scholarship committee. Other institutions may not necessarily have

the same withdrawal or grade forgiveness policy as EFSC and may recalculate student GPAs or reassess eligibility for financial aid. In addition, limited admission programs may have program-specific academic standards that address course withdrawals for students enrolled in these programs.

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## Student Success Check

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Instructors have the ability to notify students who may be struggling in their course. Through the “Faculty – Student Success Check” system, they may recommend intervention options for students at any time in the term in an effort to help students be successful. Issues may include absences/tardiness/preparation, writing or computation skills, missed assignments, poor exam results, or low class average. Students will receive an email referring them to the appropriate resource for assistance.

Instructors may also initiate a request to withdraw a student through this system.