



WITHDRAWAL FORM

Please use this form during the posted withdrawal dates only.

Date: _____

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Semester and Year: _____

Student's Jenzabar ID#

Name _____ (Last)	_____ (First)	_____ (Middle)
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INSTRUCTIONS TO STUDENT:

1. Please print in black or blue ink.
2. Complete the appropriate section of this form:
 Section A to withdraw from up to four individual courses
 Sections A and B to withdraw from all courses
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.
5. Return form to the Enrollment Services Center (Marion, Citrus or Levy).
6. Office of Admissions and Records (Ocala) and Enrollment Services (Citrus) will process this form.
7. Once processed, withdrawals can be viewed on the student's transcript or on the instructor's roster.
8. Withdrawal(s) may be reversed as a disciplinary action resulting from breaching the College's Academic Integrity and Honor Code.

SECTION A: TO WITHDRAW FROM UP TO FOUR (4) COURSES

Course Number	Section	Course Title	Reason # (see below)	Last date of attendance

Student Signature: _____ **OR** *Instructor Signature:* _____

Reasons for Withdrawal

Advising Issues	1. Overextended with coursework	2. Changing program of study	3. Need additional preparation
Instructional Issues	4. Course not what I expected	5. Not passing	6. Passing, chance for better grade
Personal Issues	7. External schedule conflict (job, etc)	8. Moving out of college district	9. Financial problems (personal/family)
	10. Financial problems (college related)	11. Illness (self or family)	12. Other _____
Administrative Issues	13. Policy stated in syllabus	14. Too many absences	

SECTION B: TO WITHDRAW FROM ALL COURSES

Advisor signature required for processing a withdrawal from all courses

Student Signature: _____ *CFCC Advisor Signature:* _____

Comments: _____

Enrollment Services Center use only:

___ Course(s) listed above are not the student's third attempt. ES Initials: _____

___ Course(s) listed above are not mini-mesters beyond the withdrawal deadline.

___ Course(s) listed above are not a required preparatory class pursuant to college policy. Date: _____

___ Course(s) listed above are not Dual Enrollment, Law Enforcement or Corrections courses.

Office of Admissions and Records use only: Processed By: _____ Date: _____

WITHDRAWAL PROCEDURE

INFORMATION FOR STUDENTS AND FACULTY

A student may withdraw from any course without academic penalty by the mid-point 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 in 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 F.A.C. 6A-14.0301 1(b).

A **preparatory student** who has 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 F.A.C. 6A-10315 (20).

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

A student needs to understand the potential impact that withdrawing from courses may have on the computation of his or her grade point average when he or she transfers to other institutions or limited access programs. F.A.C. 6A-14.0301 2(c).

A student also needs to consider the impact withdrawing will have on his or her specific **financial aid** award. Some types of financial aid may require a student to pay money back to the college and/or Federal Government once the withdrawal has been processed. F.A.C. 6A-14.0301 2(c).

A student (credit, college credit certificate or audit) who withdraws from **all** classes must begin official withdrawal procedures by seeing an advisor or program facilitator. Both **sections A** and **B** of the Withdrawal Form must be completed in order for a student to withdraw from all of his or her classes in one semester. A CFCC academic advisor or program facilitator must also sign off on **section B** of the form in order for the request to be processed.

CFCC instructors may or may not initiate a request to withdraw a student from their class (please check with individual instructors for their policy). Instructors who are willing to 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.*