



## WITHDRAWAL FORM

Please use this form during the posted withdrawal dates only.

**Legal Name:** \_\_\_\_\_  
Last
First
Middle (complete)
Jr. etc.

**Date:** MM/DD/YY \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_ **CF ID No.:** \_\_\_\_\_

**Semester/Year:**     Fall 20 \_\_\_\_\_     Spring 20 \_\_\_\_\_     Summer 20 \_\_\_\_\_

Course Number	Course Title	Section	Last Date of Attendance
Ex.: PSY 2012	General Psychology	03	MM/DD/YY

**Student select one reason for withdrawal:**

- Overextended with coursework
- Changing program of study
- Need additional preparation
- Course not what I expected
- Not passing
- Passing, chance for better grade
- External schedule conflict (job, etc.)
- Moving out of college district
- Financial problems (personal/family)
- Financial problems (college related)
- Illness (self or family)
- Other \_\_\_\_\_

I confirm that I am enrolled and plan to attend a course(s) that begins later in the semester. I understand that non-attendance may result in a repayment of financial aid.

I am a Bright Futures Scholarship Recipient. I understand that withdrawing from one or more courses may require repayment of those scholarship funds back to the college. (The college has already returned the funds to the state.)

**Student Signature:** \_\_\_\_\_ **Date:** MM/DD/YY \_\_\_\_\_

**Student, please check all that items that apply and obtain signatures.**

- I am receiving financial aid.                      **Enrollment Services Signature:** \_\_\_\_\_  
(If you are receiving any type of financial aid through the college or have applied for financial aid, please read the information provided with this form or check with the Office of Financial Aid concerning how this withdrawal will impact you.)
- I am receiving a Bright Futures Scholarship.    **Enrollment Services Signature:** \_\_\_\_\_  
(If you are receiving a Bright Futures Scholarship, withdrawing from one or more courses may require you to repay those scholarship funds back to the college; the college has already returned the funds to the state. Please read the information provided with this form and/or check with the Office of Financial Aid concerning the exact amount of your repayment.)
- I am receiving Veterans benefits.                      **V.A. Office Signature:** \_\_\_\_\_
- I am an international student (on an F-1 Visa).    **International Student Office Signature:** \_\_\_\_\_
- I am a student athlete.                                      **Athletic Director/Coach Signature:** \_\_\_\_\_

**Enrollment Services Center Use Only.**

- Course(s) listed above are not the student's third attempt at CF since 1997.                      ES Initials: \_\_\_\_\_
- Course(s) listed above are not minimesters beyond the withdrawal deadline.                      Date: \_\_\_\_\_
- Course(s) listed above are not a required preparatory class pursuant to college policy.                      MM/DD/YY
- Course(s) listed above are not Dual Enrollment, Law Enforcement or Corrections courses.
- Information provided impacts on student's financial aid.
- All appropriate signatures above have been obtained.

**Office of Admissions and Records Use Only.**    Processed by: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YY

# 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 the instructor before withdrawing from a course.
4. Student is required to sign form for the withdrawal to become effective.
5. Return form to Enrollment Services (Ocala Campus, Bryant Student Union, Room 102; Citrus Campus, Citrus Learning and Conference Center; 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. FAC 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. 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 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 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 they transfer to other institutions or limited access programs. FAC 6A-14.0301 2(c).
- Students 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 Scholarships, 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.
- CF instructors may not initiate a request to withdraw a student from their class.

## NOTE

- 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.
- High School Dual Enrollment students **MUST** complete the High School Dual Enrollment Withdrawal Form being sure to obtain the high school guidance counselor's or home school parent's signature.