

**OFFICIAL POLICY**

<b>Subject/Title:</b> Undergraduate Withdrawals
<b>Policy Number:</b> FPU-5.0103AP
<input type="checkbox"/> _New <input checked="" type="checkbox"/> _Revised <input type="checkbox"/> _Technical Revision Only <input type="checkbox"/> _Emergency Policy
<b>Date First Adopted:</b> February 5, 2020
<b>Date Revised:</b> December 6, 2021
<b>Responsible Division or Department:</b> Academic Affairs
<b>Initiating Authority:</b> Provost & Executive Vice President of Academic Affairs

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all undergraduate and undergraduate-level non-degree seeking students at the University and governs all withdrawals.

**B. DEFINITIONS:**

- 1) *Withdraw*: a student is requesting that they no longer be enrolled in a course or courses.
- 2) *Full withdrawal*: the student is withdrawing from all courses in which they are registered.
- 3) *Immediate full withdrawal*: the student is requesting to withdraw from all courses on the date the Student Withdrawal Form is submitted to the Office of the University Registrar.
- 4) *After the end of current semester withdrawal*: the student is completing the semester but is not returning the following spring or fall semester.
- 5) *Course or partial withdrawal*: the student is withdrawing from one or more courses, but not all courses in which they are registered.
- 6) The "W" grade signifies that a student was registered in a class and withdrew from it during the semester.
- 7) The "W" grade is not calculated into the student's grade point average. Any courses that the student withdraws from will remain on the student's academic record with the assigned grade of "W".
- 8) "*Term*" refers to a fall or spring semester and the individual summer sessions.
- 9) *Late Withdrawal*: a Withdrawal that is approved after the final semester Withdraw date.
- 10) *Academic Review Board*: recommends corrective measures for students identified as at-risk that must be taken in order to become successful. In rare instances, the ARB may ask a student to not return in the following semester, upon approval by the Provost. The Provost's decisions are not appealable. The ARB includes one Vice Provost or Department Chair and two faculty at-large members. The Vice Provost or Department Chair will chair the ARB. The ARB may impose certain restrictions on at-risk students related to registration, academic requirements, and academic support services. The academic review board has the authority to define the courses that a student must take to remain in good academic standing.
- 11) *Readmissions Committee*: reviews cases where students are applying for readmission to the University after a period of absence due to suspension or other circumstances. The committee consists of a Registrar's Office representative, two Vice Provosts, and one Academic Department Chair.

**C. POLICY STATEMENT:**

Florida Polytechnic University's mission is to serve students through excellence in education and assist them in becoming highly desirable graduates. This policy supports student success by defining satisfactory academic progress which leads to efficient degree completion. This also assists students in minimizing costs by avoiding Excess Credit Hour surcharges and maximizing opportunities to maintain federal student aid. Withdrawals of any type hinder progress and

potentially add to the overall cost of a degree or no degree earned. It is a student's responsibility to initiate withdrawals.

### **1) WITHDRAWAL AND FAILURE FROM COURSES LIMITATIONS**

A student that withdraws from and/or fails an individual course three times must meet with the re-admission committee. If allowed to continue at the University, courses for which a student registers three or more times will be subject to a repeat course fee at 100% of the full cost of instruction and continuation in a specific program is not guaranteed.

A student that withdraws from a combination of five courses at the lower or upper level must meet with the University's Readmission Committee. If allowed to continue at the University, courses for which a student registers three or more times will be subject to a repeat course fee at 100% of the full cost of instruction and continuation in a specific program is not guaranteed.

Exceptions are allowed for medical withdrawals and withdrawals for military purposes, or as approved by the University.

- a. As provided in the FPU Regulation, FPU-5.005 Academic Integrity, a student who has been found responsible for violation of the Academic Integrity policy will not be allowed to withdraw from the class in which the violation occurred.

### **2) WITHDRAWAL FROM THE UNIVERSITY LIMITATIONS**

A student is allowed no more than two term or full withdrawals from the University. Once the limit has been reached, the student must meet with the University's Readmissions Committee. If allowed to continue at the University, courses for which a student registers three or more times will be subject to a repeat course fee at 100% of the full cost of instruction and continuation in a specific program is not guaranteed.

Exceptions are allowed for medical withdrawals and withdrawals for military purposes, or as approved by the University.

- a. As provided in the FPU Regulation, FPU-5.005 Academic Integrity, a student who has been found responsible for violation of the Academic Integrity policy will not be allowed to withdraw from the class in which the violation occurred.

### **3) WITHDRAWAL FROM INDIVIDUAL COURSE(S)**

A student may withdraw from an individual course or multiple courses after the drop/add period while remaining registered in at least one course. Refunds are not issued for individual course withdrawals. The student must submit a completed Course Withdrawal Form with all required signatures for each course to the Office of the University Registrar. The form is accepted during the deadlines referenced on the Academic Calendar as the "Drop/Add" period and through the "Deadline to Withdraw (without Academic Penalty –W assigned)".

- a. Non-attendance of class(es) does not constitute or effect a withdrawal from a course.

### **4) FULL WITHDRAWAL FROM THE UNIVERSITY, ALL COURSES**

A student may fully withdraw from all courses during a term any time before the date on the Academic Calendar referenced as *Withdraw Without Academic Penalty Deadline (W Assigned)*. This is considered a withdrawal from the University. Students withdrawing after the end of a current semester but not returning the following spring or fall semester may return in the future pending review by the Readmissions Committee. The student must submit a completed Student Withdrawal Form with all required signatures to the Office of the University Registrar. The form is processed according to the date it is submitted to the Office of the University Registrar and in relation to the deadlines on the Academic Calendar: *Withdrawal Deadline - No Academic or Fee Liability course, Withdrawal, All Courses, with 25% Refund (W assigned)*, and *Withdrawal Without Academic Penalty Deadline (W assigned)*.

- a. Non-attendance of classes does not constitute or effect a withdrawal from the University.
- b. A student who withdraws from all credit-bearing courses but does not withdraw from a 0-credit course will be administratively withdrawn. (Exceptions to this include the required internship course.)
- c. **Related Regulations And Policies:** See FPU-4.004 Procedure for Payment, Waiver and Refund of Tuition, Fees, Fines, and Penalties for the University's policy on fees, refunds, and penalties.

## 5) WITHDRAWAL FOR MITIGATING CIRCUMSTANCES

A mitigating circumstances withdrawal may be a full withdrawal from the University or individual course(s) withdrawal as appropriate to circumstances, at any time during the semester, regardless of deadlines, or within six months of the last day of the semester based on mitigating circumstances. To qualify for a mitigating circumstances withdrawal the student is required to complete and submit the Mitigating Circumstances Petition with supporting documentation to the Office of the University Registrar.

Mitigating circumstances withdrawal may be approved only for the following reasons (documentation required for all):

- a. A death in the family
  - i. Documentation of a death would include a death certificate or obituary stating the relationship of the deceased to the student.
- b. Serious illness of the student or an immediate family member
  - i. Official medical documentation is needed from a physician, counselor, or other licensed health care provider or their signed statement on official letterhead. It should include the date(s) of treatment, the nature of the illness or injury, and the reason why the illness or injury is severe enough to necessitate a withdrawal for the current or prior semester.
- c. A situation deemed similar to sections 5a. and 5b.
- d. Withdrawal due to Military Service (Florida Statute 1004.07)
- e. National Guard Troops Ordered into Active Service (Florida Statute 250.482)
- f. Other extenuating circumstances outside the student's control
  - i. Documentation needed is a one-page typed statement fully explaining the reasons for withdrawal. The statement should include a brief narrative of the nature of the situation, the course of events in chronological order with dates specified, why the circumstance is severe enough to necessitate a withdrawal for the current or prior semester, and why you did not withdraw by the withdrawal deadline.

Mitigating Circumstances Withdrawal Petitions will not be considered without documentation and all documentation is subject to verification.

- g. If a Mitigating Circumstances Withdrawal is granted, a student may be entitled to a partial or full refund of tuition and refundable fees.
- h. If a Mitigating Circumstances Withdrawal is not granted, the Mitigating Circumstances Withdrawal Petition may be considered for Late Withdrawal.
  - i. The Late Withdrawal allows a student record to be adjusted based on circumstances presented in the Mitigating Circumstances Withdrawal Petition, but which do not rise to the level of a full Mitigating Circumstances approval.
  - ii. Late Withdrawal is considered in conjunction with the Mitigating Circumstances Petition.
  - iii. Refunds are not issued for approved Late Withdrawals.
- i. **Related Regulations and Policies:** See FPU-4.004 Procedure for Payment, Waiver and Refund of Tuition, Fees, Fines, and Penalties for the University's policy on fees, refunds, and penalties. See FPU-4.005 Student Withdrawal from Courses due to Military Service for the University policy on students who are called to, or enlist in, active military service.

## **6) ADMINISTRATIVE WITHDRAWAL**

Administrative withdrawals may have implications on a student's Financial Aid award and satisfactory academic progress. Students will be notified of the administrative withdrawal through the student's University email account. The University administration has the ability to withdraw a student from a single course, multiple courses, or the University, and to revoke that student's registration at any time during a semester or term for failure to comply with academic requirements including, but not limited to:

- a. Failure to comply with administrative requirements:
  - i. The Registrar determines that the student failed to complete the admissions process or other administrative requirements, as described in the catalog, by failing to submit all final supporting documents to the Office of Admissions on or before (6) days after the first day of classes.
  - ii. Non-attendance is confirmed for all courses during the "Drop/Add" period through the attendance confirmation process.
  - iii. A violation of University policies or emergency situations, including but not limited to: a situation or condition that causes the student to be unable to meet institutional requirements for admission and continued enrollment.
  - iv. Non-compliance with, or unsatisfactory progress on, stipulations made by an Academic Review Board or the Readmissions Committee.
  - v. Failure to maintain enrollment in any credit-bearing courses (not including the required internship course).
- b. Safety:
  - i. The University President or his/her designee determines that the student poses a significant danger of imminent or serious harm to the health or safety of him/herself and/or others at the University.
  - ii. The University President or his/her designee determines that the student poses a significant danger or threat of physical harm to the property of others.
- c. Failure to register:
  - i. The Registrar determines that the student failed to register for courses at the University for two (2) consecutive semesters, not including summer sessions.
- d. **Related Regulations and Policies:** See FPU-3.0011P Email as Official Form of University's Communication with Students for the University's policy on official communications.

## **7) WITHDRAWAL DUE TO MILITARY SERVICE**

Please refer to policy FPU-4.005 Student Withdrawal from Courses due to Military Service.

## **8) RELATED POLICIES AND INFORMATION:**

- a. FPU-2.0013AP Readmission of Withdrawn Students.
- b. FPU-5.0074AP Undergraduate Academic Progress & Standing
- c. As provided in the FPU Regulation, FPU-5.005 Academic Integrity, a student who has been found responsible for violation of the Academic Integrity policy will not be allowed to withdraw from the class in which the violation occurred.
- d. The current year's Academic Catalog contains the most recent process for withdrawals.
- e. The Academic Calendars contain the current dates for the various withdrawals.
- f. The Registrar's web page has updated information regarding the forms and procedures for all withdrawals listed in this policy.

POLICY APPROVAL

Policy No.: FPU-5.0103AP

\_\_\_\_\_  
Initiating Authority

Date \_\_\_\_\_

\_\_\_\_\_  
Policies Committee Chair

Date \_\_\_\_\_

\_\_\_\_\_  
President/Designee

Date \_\_\_\_\_

Approved by Florida Polytechnic University BOT, if required      Date \_\_\_\_\_

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE  
OFFICE OF THE GENERAL COUNSEL**