

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Student Withdrawal for Mitigating Circumstances
FPU Policy Number: FPU-5.01033AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: October 20, 2015
Date Revised:
Responsible Division/Department:
Initiating Authority:

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all students at the University and governs the student's request for a Mitigating Circumstances Withdrawal.

B. POLICY STATEMENT:

A student may request a mitigating circumstances withdrawal from the University or individual courses at any time during the semester, regardless of deadlines, or within one year of the last day of the semester based on mitigating circumstances such as:

- 1) A student's serious medical condition;
- 2) A serious family emergency (for example, being a primary caregiver for an ill immediate family member or a death in the family); or
- 3) Other extenuating circumstances outside the student's control.

If a Mitigating Circumstances Withdrawal is granted, a student may be entitled to a partial or full refund of tuition and refundable fees pursuant to University Regulation **FPU-4.004 Procedure for Payment, Waiver and Refund of Tuition, Fees, Fines, and Penalties.**

C. PROCEDURES:

- 1) The student must complete and submit a Mitigating Circumstances Petition and supporting documentation to the Office of the University Registrar.
- 2) Only official appropriate documentation to substantiate and/or verify the student's circumstances will be considered when making a decision of whether or not to approve the petition.
- 3) The Mitigating Circumstances Withdrawal Committee reviews the student's submitted form and supporting documentation. The Committee will be comprised of at least four members and must include representatives from the following departments: Academic Affairs, Student Affairs, Office of Financial Aid, and the Bursar's Office. The Provost or his/her designee serves as the chair of the Committee.
- 4) The student may attend the Committee's meeting concerning the student's request for a mitigating circumstances withdrawal only if invited by the Committee.
- 5) The Committee will make a decision regarding the student's request for a mitigating circumstances withdrawal and will determine whether a refund should be granted, and if so, the amount of the refund.

- 6) The Committee's decision will be sent to the student's University email address within 10 business days of the Registrar's receipt of the student's appropriate and completed forms and supporting documentation. The Committee's decision is final and may not be appealed.
- 7) If the Committee grants the withdrawal, the Registrar assigns a grade notation indicating a withdrawal due to mitigating circumstances for each course (a "WM" grade). A "WM" grade is not calculated into the student's grade point average.
- 8) If the Committee does not grant the withdrawal, and the student does not withdraw using another appropriate process, the instructors of the courses the student is enrolled in will award the grades earned by the student in the courses.
- 9) If the student is granted a withdrawal from all courses based on a medical condition, the student must submit a completed Medical Provider's Statement Supporting Student's Return to Florida Polytechnic University form and submit it to the Office of the Registrar prior to the student's return to the University.

POLICY APPROVAL	
Policy No.: FPU-5.01033AP	
_____ Initiating Authority	10-19-15 Date
_____ Policies & Procedures Committee Chair	10-15-15 Date
_____ Vice President of Academic Affairs	10-19-15 Date
_____ President/Designee	10/20/15 Date
Approved by FPU BOT, if required	_____ Date