

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Student Withdrawal From a Course
FPU Policy Number: FPU-5.01034AP
<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: Academic Affairs
Initiating Authority: Ghazi Darkazalli, Provost and Executive Vice President

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all students at the University and governs the student’s withdrawal from some, but not all, of the student’s courses for the semester. This policy does not apply to a student wishing to withdraw from the University or to petition for a Mitigating Circumstances Withdrawal.

B. POLICY STATEMENT:

A student may withdraw from a course after the “Drop/Add” period, as referenced on the Academic Calendar, and through the date on the Academic Calendar referenced as: “Deadline to Withdrawal (without Academic Penalty –W assigned)” by submitting a Course Withdrawal Form to the Office of the Registrar. Not attending class(es) does not constitute or effect a withdrawal from a course.

After the “Withdraw with no Fee Liability Deadline”, any courses that the student withdraws from will remain on the student’s academic record and are assigned a grade of “W”. A “W” grade is not calculated into the student’s grade point average.

C. PROCEDURES:

- (1) The student must complete and submit a Course Withdrawal Form for each course the student is withdrawing from to the Office of the Registrar.
 - a) The student must obtain signatures from the instructor of the course the student is withdrawing from and the student’s Faculty Advisor.
 - b) If the student is receiving financial aid, the student must contact, and obtain a signature, from the Financial Aid Office to learn the effect of the proposed withdrawal on the student’s Financial Aid and the amount the student will have to repay, if any.
 - c) If the student is an international student, the student must consult with and obtain the approval and signature of the International Student Advisor. The student must also educate him/herself on the impact the withdrawal will have on the student’s immigration status and permission to live in the United States.
- (2) The Office of the University Registrar must receive the Course Withdrawal Form by the following deadlines as posted on the Academic Calendar:
 - a) “Withdraw with no Fee Liability Deadline”. A student will not be charged for any courses that he/she withdrew from prior to this deadline, and the courses will not appear on the student’s academic record.

- b) “Deadline to Withdrawal (without Academic Penalty –W assigned)”. After the “Withdraw with no Fee Liability Deadline” and prior to this deadline , any courses that the student withdraws from will remain on the student’s academic record and are assigned a grade of “W”.
- c) Withdrawal after the “Deadline to Withdrawal (without Academic Penalty –W assigned).” A student wanting to withdraw from a course after the “Deadline to Withdrawal (without Academic Penalty –W assigned)” may only do so by petitioning for a mitigating circumstances withdraw. If a mitigating circumstances withdrawal is not granted, the student will receive the grade earned in the course.
- (3) The Office of the University Registrar will process the student’s Course Withdrawal Form and enter the appropriate grade notation.
- (4) A student wanting to withdraw from a course after the “Deadline to Withdrawal (without Academic Penalty –W assigned) may only do so by petitioning for a Mitigating Circumstances Withdrawal. If a mitigating circumstances withdrawal is not granted, the student will receive the grade earned in the course. See University Policy **FPU-5.01033AP Student Withdrawal for Mitigating Circumstances** for more information.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-5.01034AP	
Initiating Authority	Date
Academic Policies Committee Chair	Date
Vice President of Academic Affairs	Date
President/Designee	Date
Approved by FPU BOT, if required	Date
Date	
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	