

WITHDRAW FROM A COURSE

Form Instructions

1. Fill out the beginning portion of the form with:
 - your name
 - current term
 - the date
 - the course information
 - your reason for withdrawal
 - DON'T FORGET to **SIGN** the form
2. You must take the form to the following places IN THE FOLLOWING ORDER!
 - **Instructor:** They will need to sign the form, provide comments (if needed), and provide your current grade.
 - **Advisor:** They will need to see what your instructor filled in on the form. They will make appropriate comments as well as discuss with you any implications your drop may have on your graduation requirements.
 - **Financial Aid:** They will inform you of any implications your drop may have on your current and future financial aid.
 - **You cannot skip this step, even if you do not think you receive any aid.**
 - You will also need to **SIGN** here again that you understand the information given to you by the Financial Aid officer.
 - **Dean of Students:** ****If the drop you are requesting will bring your enrolled credit hours below 12 hours, you will need to also get approval from the Dean of Students.**
 - **Athletic Director:** ****If you are an athlete, you must see the Athletic Director. Dropping a course could impact your current and future eligibility. (*If you are not an athlete, you may skip this step.)**
 - Once you have successfully obtained the above signatures **AND** have completed the **Exit Interview Form** (follow the link from the website OR scan the QR code on the drop form), then you will bring your signed form to the **Registrar's Office** for the final signature.

NOTE: UNTIL you have received confirmation from the Registrar's office that your drop is being processed, you must still attend your class. Absences can result in being administratively dropped.

WITHDRAW FROM A COURSE

Printed Name: Last, First _____ Current Term _____ Date _____

Course: _____
Department _____ Course Number _____ Section _____ Course Title _____

Reason for Withdrawal: _____



Complete this Exit Interview before bringing to Registrar's office for processing – scan QR code at left to open form.

Student's Signature/Date

Please note: There is a \$15 charge for changes in your schedule.
This charge will be shown on your FC statement.

Steps to Follow: (Signatures must be obtained in this order)

1. **PERMISSION OF THE INSTRUCTOR:** GRADE AT TIME OF DROP: **PASSING** **FAILING** (required after mid-term)

Comments: _____

Instructor's Signature/Date

2. **PERMISSION OF THE ADVISOR:**

Comments: _____

Effect on Graduation Requirements: _____

In Favor _____ Reluctant _____ Opposed _____

Advisor's Signature/Date

3. **EFFECT ON FINANCIAL AID:** If you drop courses, it may affect your financial aid.

1. Federal Aid (PELL, STAFFORD, PLUS...)

2. State of Florida Aid (FRAG, BRIGHT FUTURES...)

3. Academic Scholarships (must carry 12 hours with required GPA)

4. Adopt-A-Student (must pass 12 hours with 2.00 GPA each semester)

Comments: _____

I have fully investigated these possible effects on my financial aid.

Student's Signature

Financial Aid Officer's Signature/Date

4. **DEAN OF STUDENTS:** After this drop, will you be enrolled in less than 12 credit hours? _____ (yes) _____ (no)

If yes, permission of the Dean of Students is required.

Dean of Students' Signature/Date

5. **INTERCOLLEGIATE ATHLETICS:** I am an intercollegiate athlete: _____ (yes) _____ (no)

If yes, permission of the Athletic Director is required.

Athletic Director's Signature/Date

6. **PERMISSION OF THE REGISTRAR**

Comments: _____

Registrar's Signature/Date

RETURN FORM TO REGISTRAR'S OFFICE (Drop is not completed until signatures are obtained and form is returned)