Withdrawals

Withdrawal

A student is allowed no more than six individual course withdrawals (3 courses at the upper level and 3 courses at the lower level) and no more than two individual course withdrawals for a single course. Once the limit has been reached, the student must receive a grade for the course. For a third attempt in an individual course, the student must receive a grade. Exceptions are allowed for medical withdrawals and withdrawals for military purposes, or as approved by the University.

As provided in the UWF Regulation 3.030 (Academic Misconduct), a student who has been found responsible for violation of the Academic Misconduct will not be allowed to withdraw from the class in which the violation occurred.

*UWF AC-34.01 (http://uwf.edu/offices/board-of-trustees/policies)

Individual Class Withdrawal

After the drop/add period, a student may withdraw from an individual course(s) while remaining in other course(s) through approximately the thirteenth week of instruction of any fall or spring semester. A grade of “W” will be assigned during this period. Refunds are not issued for individual course withdrawals. Students may process withdrawals online through the "Registration Menu" app in MyUWF (https://my.uwf.edu).

Students are encouraged to consult with their advisor prior to withdrawing from classes and to contact the Office of the Registrar to withdraw from courses in a semester/term. The “W” grade does not affect a student's grade point average.

Withdrawals

Students should contact the Office of the Registrar to withdraw from their final course (considered a University Withdrawal). Students withdrawing from all courses prior to the end of the 13th week of a full semester will receive a grade of “W”.

Withdrawals from all courses during the first four weeks receive a partial refund. Withdrawals after the 13th week of a full semester are considered only by appeal.

Withdrawal from all courses does not prevent registration for future terms. Students are not required to apply for readmission unless they have not enrolled at UWF for three or more consecutive academic semesters (including summers). Students are encouraged to consult with their advisors before withdrawing from classes and to contact the Office of the Registrar (http://uwf.edu/offices/registrar/registration/withdrawals/) and Student Accounts (https://uwf.edu/offices/financial-aid) housed under the Controller's Office for questions regarding fee liability or financial aid awards. Students who withdraw from all classes are considered not enrolled as of the date the withdrawal is processed. Enrollment status will be adjusted based on the date of withdrawal.

*Faculty Senate 3/2017

Withdrawals for Active Duty Military Service

In the case of a student called to active duty military service or change of orders due to military conflict within the semester, the student must contact the Office of the Registrar, provide a copy of military orders, and follow the withdrawal process (http://uwf.edu/offices/registrar/registration/withdrawals/) and withdrawal deadlines, as noted on the academic calendar (http://uwf.edu/offices/registrar/resources/academic-dates-and-deadlines). Grades of “W” will be awarded if approved. Regarding tuition, students may also elect to follow the Fee Appeals (https://uwf.edu/offices/controllers-office/student-accounts-and-cashier/fee-appeal/fee-appeal-information) process.

Administrative Withdrawal

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, students:

- whose attendance is not confirmed through the attendance confirmation process
- students demonstrating unsatisfactory academic and course engagement through Early Warning* defined by one or more of the following as:
  - having missed an excessive amount of scheduled class time as defined by individual faculty member's syllabus,
  - being mathematically unable to pass the course due to missed material which might be the result of assignments not turned in or assignments not completed with sufficient academic achievement as a result of poor attendance patterns —i.e. missing too much material and/or too many in class opportunities to earn points,
  - failing to maintain routine log-in and academic engagement activity during each week for online courses, or
- violation of university policies or emergency situations including but not limited to:
  - a situation/condition which causes the student to be unable to meet institutional requirements for admission and continued enrollment,
  - poses a significant danger or threat of physical harm to the student or to the person or property of others. Students who are administratively withdrawn from a single course or all courses in a semester/term

Students who are administratively withdrawn from a single course, multiple courses, or the University:

- are not eligible for a tuition refund for the course and
- receive a “W” grade if the withdrawal occurs prior to the final deadline for withdrawal in a term/semester. The “W” grade does not affect a student’s grade point average.

Administrative withdrawals may have implications on a student’s Financial Aid award and satisfactory academic progress. Students will be given a notification (email) of pending administrative withdrawal at least one week before actual withdrawal. Faculty are responsible for providing feedback during the three required checkpoints during Early...
Warning, and will not be involved in the process or held responsible for dropping students that may potentially fail a course.

When students are administratively withdrawn from a course, a final grade of "W" will be entered into their academic record.

"Early Warning does not apply to Graduate Students"

Faculty Senate 4/14/2017

Medical Withdrawals

To qualify for a medical withdrawal (http://uwf.edu/offices/registrar/registration/withdrawals-), the student is required to complete and submit the Medical Withdrawal Form (http://uwf.edu/offices/dean-of-students/case-management-services/medical-withdrawal) with supporting documentation to the Dean of Students Office (DSO), Building 21/Room 130 (http://uwf.edu/map). Medical documentation is needed from a physician, counselor, or other licensed health care provider and should include: the date(s) of treatment, the nature of the illness/injury; indicate whether the illness or injury is severe enough to necessitate a withdrawal for the current or prior semester.

The DSO will review the documentation and determine whether the criteria for a medical withdrawal have been met. The student will receive email notification once the decision has been made. The medical withdrawal process normally takes 10 to 14 working days.

Questions regarding the medical withdrawal process may be directed to the Dean of Students Office, Case Management Services (http://uwf.edu/offices/dean-of-students) or the Office of the Registrar.

Note: The Medical Withdrawal process only reviews health conditions of a student, and not the conditions of a student's immediate family members.

Withdrawal Appeal Policy

A request for a late withdrawal (individual class or university, past the published deadlines) is considered an appeal for a waiver of a university policy or regulation and must be reviewed by the Academic Appeals Committee. Final authority for waivers of academic university regulations rests with the Academic Appeals Committee. The Office of the Registrar reports the Committee's decision and has no authority to influence any decision.

Withdrawal appeals may be approved only for the following reasons (which must be documented):

1. A death in the immediate family
2. Serious illness of an immediate family member
3. A situation deemed similar to numbers 1 and 2
4. Withdrawal due to Military Service (Florida Statute 1004.07)
5. National Guard Troops Ordered into Active Service (Florida Statute 250.482)

Students who are requesting a withdrawal appeal must submit the following in order for the appeal to be considered by the Academic Appeals Committee:

- Appeal for a Late Class Withdrawal (http://uwf.edu/offices/registrar/resources/forms/#den8636) form which must include the recommendations (in order) of the advisor, instructor, and department chairperson of the course. If the instructor is no longer at UWF, the department chairperson can sign for the instructor. A separate form is required for each course in the semester for University Withdrawals.
- A one-page typed statement fully explaining the reasons for the appeal; the statement should include the course of events in chronological order with dates specified, what prevented your academic success in the course, and why you did not withdraw by the withdrawal deadline.
- Documentation which supports your reasons to appeal:
  - All documentation is subject to verification.
  - Medical documentation should be submitted from a health care provider, psychologist, or counselor on official letterhead. The documentation should include the nature and duration of the illness/personal problems during the semester in question, the dates of services provided, and the provider's signature.
  - Documentation of a death would include a death certificate or obituary stating the relationship of the deceased to the student.
  - Appeals will not be considered without documentation.

Appeals for Fee Refunds

The University Fee Appeals Committee operates under the direction of the University Controller and addresses

1. requests for relief in fee related matters, such as but not limited to:
2. requests for refund of fees assessed for late registration, late payment, and/or reinstatement;
3. requests for waiver of such fees; or
4. requests for refunds upon withdrawal.

The University Registrar and the University Controller have authority to waive fees and to approve specific categories of appeals concerning their areas of responsibility without convening the Committee. However, no appeal will be denied without the review of the Committee.

Fee Appeals (https://uwf.edu/offices/controllers-office/student-accounts-and-cashier/fee-appeal/fee-appeal-information) should be addressed to the Cashier's Office in Building 20E. Appeals will be considered by the Fee Appeals Committee for documented, extenuating circumstances.

Students may be allowed to withdraw from a course or the University (all courses) with a full refund of tuition fees for the following situations (documentation required):

1. Call to active military duty or enlistment in active military service (copy of official orders or letter signed by commanding officer on official military letterhead required).
2. Death of the student or death in the immediate family (parent, spouse, child, sibling—copy of obituary notice or death certificate required); or
3. Student’s illness of such duration and severity, as confirmed in writing by a physician, that completion of the term is precluded.

Withdrawal from courses at the University does not automatically relieve the student from fee payment liability in the case of deferred payment status such as VA notes, tuition loan notes, and financial aid pending status.

Students in a deferred status should consult the Cashier's Office regarding fee liability.

See the Academic Calendar (http://catalog.uwf.edu/academiccalendar) for specific deadlines including summer and short term dates.

*UWF FIN-08.03 (http://uwf.edu/offices/board-of-trustees/policies)