

Withdrawals

Individual Class Withdrawal

After the drop/add period, a student may withdraw from an individual course(s) while remaining in other course(s) up to the 13th 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* app in [MyUWF](#).

Students are encouraged to consult with their advisor prior to withdrawing from classes and to contact the [Office of Financial Aid and Student Accounts and Cashier](#) for questions regarding fee liability or financial aid awards.

Academic departments may limit the total number of course withdrawals that a student may have within a program and/or the number of times a student may withdraw from an individual course. Please contact the academic department for more information.

Students who withdraw are not enrolled in the class as of the date the withdrawal is processed. Enrollment status (i.e. full-time, part-time) will be adjusted based on the date of withdrawal. Withdrawals count as an attempted course for repeat course surcharges. Individual class withdrawals may not be processed after the published deadline(s) in the [Academic Calendar](#). Students who do not officially withdraw will be assigned a standard letter grade reflective of the performance in the course. See [Late Withdrawal Policy](#) (p. 1).

*Review the [Academic Calendar](#) for specific dates related to the summer semester and [parts of term](#).

Withdraw from All Courses (University Withdrawal)

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 Financial Aid and Student Accounts and Cashier](#) 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.

*Review the [Academic Calendar](#) for specific dates related to the summer semester and [parts of term](#).

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](#) and withdrawal deadlines, as noted on the [Academic Calendar](#). Grades of "W" will be awarded, if approved. Regarding tuition, students may also elect to follow the [Fee Appeals](#) process.

The transcripts of students who have contacted the Office of the Registrar as stated above and are subsequently withdrawn, awarded refunds, or given incomplete grades will be annotated with an appropriate statement indicating action taken was due to military active duty service.

Medical Withdrawal

To qualify for a [medical withdrawal](#), the student is required to complete and submit the Medical Withdrawal Form with supporting documentation to the Dean of Students Office (DSO). 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, and 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 an email notification once the decision has been made. The medical withdrawal process normally takes 10 to 14 business days.

Questions regarding the medical withdrawal process may be directed to the [Dean of Students Office](#) 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 withdrawal 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.

Late withdrawals *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 late withdrawal **must** submit the following in order for the appeal to be considered by the Academic Appeals Committee:

- [Appeal for a Late Class or University Withdrawal](#) 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.

Fee Appeal Information

Student appeals for late registration, late payment of tuition and fees, and refunds of tuition upon withdrawal after the refund deadline are referred to the University Fee Appeals Committee. In order to be considered, requests for refunds and other appeal actions must be submitted within **six months** after the end of the semester to which the refund or appeal action is applicable. **Requests submitted after the deadline will not be considered.**

See the [Tuition and Fees](#) section of this Catalog for more information on Fee Appeals.

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 as defined by one or more of the following:
 - 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, 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 the 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.

***Passed by UWF Faculty Senate on March 10, 2017*