

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Student Withdrawal from the University
FPU Policy Number: FPU-5.01032AP
<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 VP of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

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

B. POLICY STATEMENT:

A student may withdraw from the University (all courses) any time before the date on the Academic Calendar referenced as: “Deadline to Withdrawal (without Academic Penalty – W Assigned)” by completing and submitting a Student Withdrawal Form to the Office of University the Registrar. Not attending classes does not constitute or effect a withdrawal from the University.

After the “Withdraw with no Fee Liability Deadline”, all courses that the student is enrolled in at the time of withdrawal will remain on the student’s academic record and are assigned a grade of “W”, unless a mitigating circumstances withdrawal is granted. A “W” grade is not calculated into the student’s grade point average.

C. PROCEDURES:

- 1) The student must complete and submit a Student Withdrawal Form to the Office of the University Registrar.
 - a) The student must obtain signatures from the following offices: the Student Affairs Office, the Bursar’s Office, the student’s academic advisor, and the Library Circulation Desk.
 - 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 Student 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. After this deadline, all courses that the student is enrolled in at the time of withdrawal will remain on the student’s academic record and are assigned a grade of “W”.
 - b) “Withdrawal, All Courses, with 25% Refund (W assigned)”. A student who withdraws from the University after the “Withdraw with no Fee Liability Deadline” and prior to this deadline will receive a 25% refund of the refundable tuition and related fees. All courses that the student is enrolled in at the time of withdrawal will remain on the student’s academic record and are assigned a grade of “W”.
 - c) “Deadline to Withdrawal (without Academic Penalty –W assigned).” After the “Withdrawal, All Courses, with 25% Refund (W assigned)” and prior to this deadline, all courses that the student is enrolled in at the time of withdrawal will remain on the student’s academic record and are assigned a grade of “W”. No refund will be provided.
- 3) The Office of the University Registrar will process the student’s Student Withdrawal Form and enter the appropriate grade notation.
- a) If the student selected to immediately withdraw from the University on the form, the Registrar assigns a grade of "W" for all of the courses the student is currently enrolled in.
 - b) If the student selected to withdraw from the University at the end of the semester on the form, the Registrar will assign the grades earned by the student in his or her courses for that semester.
- 4) A student wanting to withdraw from the University 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 all of the student’s courses. Please see University Policy **FPU-5.0103AP Mitigating Circumstances Withdrawal** for more information.

POLICY APPROVAL	
Policy No.: FPU-5.01032AP	
_____ 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