

CIRCLE TERM

Fall Spring Summer

Year _____

WITHDRAWAL FORM

Northwest Florida State College



USE A PEN AND PRINT

If the following information has changed since your last registration, please complete a Change of Status Form.

LAST NAME	FIRST NAME	MIDDLE NAME	STUDENT ID NUMBER

MAILING STREET ADDRESS	CITY	STATE	ZIP	

HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER

COURSE INFORMATION: IF AUDITING A COURSE(S), WRITE "AUDIT" IN CREDIT HOUR COLUMN AND
AND IF WITHDRAWING A COURSE(S), WRITE "WITHDRAWAL" IN CREDIT HOUR COLUMN

Course Prefix & Number	Reference Number	Location Code <small>C = Crestview D = DeFuniak E = Eglin F = FWB H = Hurlburt N = Niceville L = South Walton</small>	Course Title	Credit Hours

WITHDRAWAL POLICIES & PROCEDURES

- ◆ Student initiated withdrawals are considered "attempts" for purposes of full cost and repeat course regulations.
- ◆ Students are permitted a maximum of two withdrawals per course in college credit, vocational credit, or college preparatory courses; upon the third attempt in such a course, the student will be charged the full cost of instruction and not be permitted to withdraw. They will receive a grade for the course (A, B, C, D, F, or P).
- ◆ A student initiated withdrawal must be submitted in writing using this form, signed, presented at the registration desk at any NWF State College campus or center, and processed by the established deadline for the term of enrollment. If these conditions are met and the student has not exceeded the approved number of withdrawals, the student will receive a grade of "W" on his/her final grade report and transcript.
- ◆ A student who meets any of the following categories **MUST** complete the back of this form and obtain the required signatures:
 - Receiving Financial Aid (Federal Pell or SEOG Grant, Federal Loan, VA)
 - A NWF State College Athlete
 - An International Student
 - A Dual or Collegiate High School Student
 - Enrolled in a College Preparatory Course
 - Change to Audit Status after Add/Drop Deadline
- ◆ Withdrawals after the established deadline may be approved only under extraordinary circumstances; normally, late withdrawals will not be processed after the end of the current term.

By my signature I confirm that I have read the WITHDRAWAL POLICIES & PROCEDURES and obtained the required approval/signatures on the back of this form:

➔ STUDENT SIGNATURE	DATE

FINANCIAL AID STUDENTS:

Students receiving financial aid or veterans benefits should consult with a Financial Aid Advisor before withdrawing from a class. Students receiving Federal Financial Aid, such as a Pell Grant, a Supplemental Educational Opportunity Grant, or a Federal Stafford Loan, who are withdrawing from **all** of their classes, **must meet** with the Director of Financial Aid to obtain approval:

Signature Director, Financial Aid

Date

STUDENT ATHLETES:

Student athletes **must obtain written approval** of the Athletic Director prior to withdrawing or making any changes to their current schedule of classes:

Signature Athletic Director

Date

INTERNATIONAL STUDENTS (On F-1 or M-1 Student Visas):

Students on a F-1 or M-1 Student Visa, **must obtain written approval** from the International Student Advisor prior to withdrawing or making changes to their current schedule of classes.

Signature International Student Advisor

Date

DUAL ENROLLED OR COLLEGIATE HIGH SCHOOL STUDENTS:

Dual Enrolled students, or students enrolled in the Collegiate High School, **must obtain written approval** from the Director of Dual Enrollment, or the Director of the Collegiate High School prior to withdrawing or making any changes to their current schedule of classes:

Signature Director, Dual Enrollment/Collegiate High School

Date

COLLEGE PREPARATORY STUDENTS:

Students attempting to withdraw from a college preparatory class **must meet** with a NWF State College Educational Advisor, Counselor, or Center Director. Students whose entry level placement scores are below the levels specified in Florida Administrative Code are required to enroll in the appropriate college prep courses before attempting college work. Full-time degree-seeking students must begin prep instruction in their first term of enrollment. Part-time students who have accumulated twelve (12) or more credits must begin their college prep courses. Once required to begin college prep instruction, the student must enroll in at least one college prep course each term of enrollment until the prep requirement is satisfied and will not be allowed to withdraw if it is the student's only prep course for the term:

Signature Vice President for Instruction or Registrar

Date

AUDIT STATUS:

After the close of the Drop/Add period, students may not change from audit status to credit status or from credit status to audit status unless they **obtain both the written approval** of the instructor and the Senior Vice President. If a student changes to audit status after the close of the Drop/add period, the enrollment will be considered an attempt under full cost and repeat course regulations:

Signature Instructor

Date

Signature Vice President for Instruction

Date