

Withdrawal Form

TERM:		
<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING	<input type="checkbox"/> SUMMER
YEAR _____		

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 course(s), write "AUDIT" in the Credit Hour column.
If withdrawing a course(s), write "WITHDRAWAL" in the Credit Hour column

Course Prefix & Number	Course Reference Number	Location Code*	Course Title	Credit Hours

* C = Crestview; D = DeFuniak; F = FWB; H = Hurlburt; N = Niceville; L = South Walton

SIGNATURE

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

Parent Signature

Date

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 NWFSC 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)
 - ◊ An NWFSC 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.

FINANCIAL AID STUDENTS

Students receiving financial aid or veterans benefits should consult with an Affordability Advocate before withdrawing from a class. Students receiving Federal Financial Aid, such as a Pell Grant, a Supplemental Educational Opportunity Grant, or a Federal Direct Loan, who are withdrawing from ALL of their classes, must meet with the Executive Director of Financial Planning and Scholarships to obtain approval.

Signature, Executive Director of Financial Planning and Scholarships

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 Success Navigator prior to withdrawing or making changes to their current schedule of classes.

Signature, International Student Navigator

Date

DUAL ENROLLED OR COLLEGIATE HIGH SCHOOL STUDENTS

Signature, High School Principal / Designee

Date

COLLEGE PREPARATORY STUDENTS

Students attempting to withdraw from a college preparatory class must meet with a NWFSC Student Success Navigator. 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, Executive Director of Financial Planning and Scholarships

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 Vice President of Academic Affairs. 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, International Student Navigator

Date