



**DUAL ENROLLMENT
WITHDRAWAL**

Please use this form during the posted withdrawal dates only.

CF ID No.: _____ Social Security No: _____

Legal Name: _____
Last First Middle (complete) Jr., etc.

Date: _____ Telephone No.: _____

Semester/Year: Fall 20 _____ Spring 20 _____ Summer 20 _____

INSTRUCTIONS TO STUDENT:

1. Please print in black or blue ink.
2. Use this withdrawal form to withdraw from your CF Dual Enrollment courses.
3. Obtain all three required signatures (High School Counselor/Home School Parent, Student and CF Dual Enrollment Advisor).
4. Return form to the Dual Enrollment Advisor or the Enrollment Services Center (Marion, Citrus or Levy).

ATTENTION Dual Enrollment Student: Withdrawing from a course may affect your high school graduation and/or your grade point average. Prior to withdrawal, you must first discuss the educational impact of this action with your high school counselor and obtain your counselor's signature.

SECTION A: TO WITHDRAW FROM UP TO 4 COURSES

Course Number	Section	Course Title	Last date of attendance

High School Counselor Signature **OR** _____
Home School Parent Signature

By signing above I verify that I have discussed with the student the impact of the course withdrawal on his/her high school and college educational records.

Student Signature _____
CF Dual Enrollment Advisor Signature

REASONS FOR WITHDRAWAL:

Advising Issues	<input type="checkbox"/> Overextended with coursework	<input type="checkbox"/> Changing program of study	<input type="checkbox"/> Need additional preparation
Instructional Issues	<input type="checkbox"/> Course not what I expected	<input type="checkbox"/> Not passing	<input type="checkbox"/> Passing, chance for better grade
Personal Issues	<input type="checkbox"/> External schedule conflict (job, etc)	<input type="checkbox"/> Moving out of college district	<input type="checkbox"/> Financial problems (personal/family)
	<input type="checkbox"/> Financial problems (college related)	<input type="checkbox"/> Illness (self or family)	<input type="checkbox"/> Other:
Office use only.			
Administrative Issues	<input type="checkbox"/> Policy stated in syllabus	<input type="checkbox"/> Too many absences	

Enrollment Services Center use only.

- Courses listed above are not minimesters beyond the withdrawal deadline
 All three required signatures have been obtained.

ES Initials: _____

Date: _____
MM/DD/YY

Office of Admissions and Records use only.

Processed by: _____

Date: _____
MM/DD/YY

WITHDRAWAL PROCEDURE

INSTRUCTIONS FOR STUDENTS AND FACULTY

1. Please print in black or blue ink.
2. Complete all required information and obtain all appropriate signatures on this form.
3. Student is encouraged to speak with the instructor before withdrawing from a course.
4. If a student is withdrawing from one or more courses, student must sign form. If instructor is withdrawing the student, instructor must sign form.
5. Return form to Enrollment Services (Ocala Campus, Bryant Student Union, Room 102; Citrus Campus, Citrus Learning and Conference Center; Levy Center, main office).
6. Once processed, withdrawals can be viewed on the student's transcript or on the instructor's roster.
7. Withdrawal(s) may be reversed as a disciplinary action resulting from breaching the college's Academic Integrity and Honor Code.

INFORMATION FOR STUDENTS AND FACULTY

A student may withdraw from any course without academic penalty by the midpoint in the semester. FAC 6A-14.0301 1(a). (Check the appropriate dates in the college calendar for withdrawal deadlines.) A withdrawal form must be **completed** and **submitted** before or on the withdrawal deadline published by the college. Courses with alternate starting dates may have different withdrawal dates published in the course syllabus or at the Enrollment Services Centers.

- A student may have only **three attempts** per course including the original grade, repeat grades, and withdrawals at any point in the semester. Therefore, a student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and **will receive a grade** for that course. F.S. 1009.28, F.S. 1009.285 and FAC 6A-14.0301 1(b).
- Students enrolled in **college preparatory** courses who have completed 12 hours of college credit coursework must maintain **continuous enrollment** in college preparatory coursework each semester and may not withdraw from their sole preparatory course while remaining in other college credit coursework. F.S. 1008.30 4(a) and FAC 6A-10315 (20).
- A student who is **auditing** a course may withdraw at any time.
- Students need to understand the potential impact that withdrawing from courses may have on the computation of their grade point average when they transfer to other institutions or limited access programs. FAC 6A-14.0301 2(c).
- Students need to consider the impact withdrawing will have on their specific **financial aid** award. Some types of financial aid, including but not limited to Bright Future Scholarships, may require a student to pay money back to the college and/or federal government once the withdrawal has been processed. FAC 6A-14.0301 2(c) and S.B. 1696.
- CF instructors may or may not initiate a request to withdraw a student from their class. (Please check with individual instructors.) Instructors who withdraw a student from their class need to do so on or before the withdrawal deadline that is published by the college.

NOTE

- Withdrawal(s) may be reversed and a grade issued for a course as a disciplinary action resulting from breaching the college's Academic Integrity and Honor Code.
- High School Dual Enrollment students **MUST** complete the High School Dual Enrollment Withdrawal form being sure to obtain the high school guidance counselor's or home school parent's signature.



COLLEGE OF CENTRAL FLORIDA NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION, USAGE AND RELEASE

Florida Statute 119.071(5) and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage and release of your Social Security number by the College of Central Florida.

CF collects, uses and releases your Social Security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access; strictly prohibit the release of your Social Security number to unauthorized parties in compliance with state and federal law; and assign a unique CF Identification number. This identification number will be used for all associated employment and educational purposes at CF. Specifically, CF collects, uses or releases a Social Security number for the following purposes:

- **Admissions**
Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for CF to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to CF, but the IRS is then authorized to fine the student in the amount of \$50. In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act.
- **Continuing Education, Corporate Training**
Under Florida education reporting requirements students who enroll in Continuing Education and Corporate Training seminars are required to submit their Social Security number.
- **Financial Aid**
The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.
- **Human Resources**
The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: Employment Application Forms; Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Revenue); Workers Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Bank of America, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents.
- **Workforce Programs**
These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.
- **Miscellaneous**
The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing and tax reporting.
- **Release Statement**
Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a–6h).
- **Independent Contractors**
The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.