



DUAL ENROLLMENT WITHDRAWAL

Please use this form during the posted withdrawal dates only.

CF ID No.: _____ High School: _____

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 required signatures (High School Counselor/Home School Administrator, Student, Course Instructor and CF Academic Advisor).
4. Return form to the Dual Enrollment Coordinator or the Admissions office (Marion, Citrus or Levy).

ATTENTION:

Dual Enrollment Student: Withdrawing from a course may affect your dual enrollment eligibility, high school graduation and/or 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 and instructor's signatures.

SECTION A: TO WITHDRAW FROM UP TO FOUR COURSES

Course Number	Section	Course Title	Last date of attendance	Instructor Signature

High School Counselor Signature _____

OR

Home School Administrator 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 Academic 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

Dual Enrollment Department use only.

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

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 must speak with the instructor before withdrawing from a course and obtain the instructor's signature.
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 the Advising Center (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 in the academic calendar.

- 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. Requests using alternate or out-of-date forms may not be processed.
- Instructor approval may be granted by email. Any such approval must be received by dualenrollment@cf.edu before requests will be processed.
- Students should be aware of withdrawal limits for dual enrollment as they may become ineligible for the program.
- Requests received after posted deadlines will not be processed.