

## College Operating Procedures (COP)



**Procedure Title:** Course Withdrawal  
**Procedure Number:** 03-0607  
**Originating Department:** Provost/Vice President, Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11

**Purpose Statement:** The purpose for this policy is to provide a means for students to protect their academic standing when there are early indications that there is little likelihood of successfully complete a course.

---

### **Procedures:**

A student can withdraw without academic penalty from any course in a term by the mid-point of that term. Withdrawals after that date will be granted only through established institutional procedures.

The College Calendar (found in the College Catalog) provides information on important dates for each semester, such as the last day to withdraw from courses without academic penalty (financial penalties apply).

In order to withdraw from a course or courses, the student must complete a request to withdraw from a course. This request can be secured in the Counseling Center or Registrar's Office and may be turned in at the Registrar's Office.

Students may withdraw from courses by logging into myFSW portal. However, if a student desires to withdraw from all courses on his or her current schedule, the student must speak to an Academic Advising Specialist. The student must complete the Official Withdrawal from College form and obtain the signature of an Academic Advising Specialist on the form. The form is then turned in to the Registrar's Office.

Students who officially withdraw from a class or classes any time prior to the date listed in the College Calendar will receive a grade of "W". A student will be limited to two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw, and will receive a grade for that course.