



DUAL ENROLLMENT WITHDRAWAL FORM

Please use this form during the posted withdrawal dates only.

CF ID No.:

Social Security No.: --

Legal Name: _____

Last First Middle (complete) Jr., etc. Former Name

Date: _____ Telephone: (____) _____

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.	
<input type="checkbox"/> Courses listed above are not minimesters beyond the withdrawal deadline.	ES Initials: _____
<input type="checkbox"/> All three required signatures have been obtained.	Date: _____
Office of Admissions and Records use only.	
Processed: _____	Date: _____

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.