UNIVERSITY AND COURSE WITHDRAWALS

Voluntary and Involuntary Withdrawal from the University: (Regulation of Florida A&M University 2.007)

(1) Voluntary Withdrawal--A student who desires to voluntarily withdraw from the University must report to his or her assigned academic advisor and explain the circumstances which he/she feels necessitates the withdrawal. If the request is approved, a Request for Voluntary Withdrawal Form (Official University Withdrawal Form), which is incorporated herein by this reference, will be completed and signed by the student, academic advisor, academic department chair and academic dean. The Voluntary Withdrawal forms are available at the Registrar website. Once the voluntary withdrawal process has been initiated, the student is required to complete the Housing and Rattler Card Office cancellation forms. The student must relinquish all residence hall keys to the Residence Hall Director and his/her meal plan card to the Office of Auxiliary Services after completing the appropriate cancellation forms. The withdrawal form must then be submitted to the Office of the Registrar. Advisors should also refer students to the Office of Financial Aid for an exit interview if the student receives Financial Aid.

(3) No student will be permitted to file a Voluntary Withdrawal Form within the last five weeks of the semester without receiving failing grades, unless unusual circumstances, as determined by the University Voluntary Withdrawal Committee, are established.

(4) Any student who voluntarily withdraws from the University during the registration or late registration period will not receive grades at the end of the semester. Those who officially withdraw after the last day to register will receive a grade of “W” at the end of the semester. A grade of “WF” * for each course will be assigned to any student who leaves the University without filing the Voluntary Withdrawal Form with the University Registrar.

(5) Advisors should refer students to Counseling Services for post-enrollment treatment referral if the student shows evidence of psychological distress.

* Withdrawal from a course(s) - Withdrawal from a course must be accomplished prior to the published deadline. A machine printed “W” will appear on the class roll/grade roll for all courses for which a student has been withdrawn. No refund of fees is made.

* Administrative Withdrawal- A student may be administratively withdrawn with fee liability from a course(s) by the academic department if the student registered for the course without appropriate signature or permission. Students who are administratively withdrawn from the University for violation(s) of the University’s Student Code of Conduct are not entitled to any refund from any fees paid during the semester in which there is cause for withdrawal.

Involuntary Administrative Withdrawal --A student will be subject to
involuntary administrative withdrawal from the University, or from University housing, if it is determined by the Dean of Students that the student is suffering from a mental disorder as defined by the current edition of the American Psychiatric Association’s Diagnostic and Statistical Manual of Mental Disorders and as a result of the mental disorder. (See Regulation of Florida A&M University, 2.007

**University Withdrawal Committee**- Student may petition the University Withdrawal Committee for a retroactive (after the published term withdrawal deadline) term withdrawal based on documented circumstances beyond the student’s control within 12 months after the end of the term for which the withdrawal is sought. Students seeking retroactive course withdrawal should report to the Registrar’s Office for further direction. Students should be aware that requests for withdrawal and retroactive term withdrawals will negatively impact the award of current and prior financial aid as well as enrollment status for the affected term. Additionally, withdrawals are considered attempts and may incur excess credit surcharges. Please see Excess Credit Hours information elsewhere in this publication.

**Return of Tuition funds: Regulation of Florida A&M University 3.009 (5))

Tuition refunds are calculated on a course by course (per credit hour) basis. Students who are enrolled and then withdraw may not receive a refund. Refunds will be computed based on the actual withdrawal date certified by the Office of the Registrar. Refunds will not be made to students who do not attend class and have not completed the required withdrawal procedure. Terms in the student housing contract will determine the refund of room rent; whereas board will be prorated based on the approved date of cancellation. Refunds processing is approximately two to four weeks.

(a) Students who officially withdraw prior to the end of the drop/add period and have completed the required withdrawal procedure will be entitled to 100 percent of the tuition assessed or adjustment for waivers.

(b) Students who officially withdraw prior to the end of the fourth week of classes and have completed the required withdrawal procedure will be entitled to 25 percent of the tuition assessed or adjustment for waivers, less building and capital improvement fees.

(c) Students who officially withdraw at an appropriate time as designated by the University for Summer sessions and have completed the required withdrawal procedure will be entitled to 25 percent of the tuition assessed or adjustment for waivers, less building and capital improvement fees.

(d) Exceptions to the refund policy are made only in rare instances. Written application for an exception must be filed with the Office of Student Accounts and addressed to the Refund/Waiver Appeals Committee. If a student withdraws or drops one or more credit courses due to circumstances determined by the
University to be exceptional and beyond the control of the student, the student will be entitled to 25 to 75 percent of the tuition assessed or adjustment for waivers.

Exceptions include but are not limited to:

1. Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude the completion of the course(s);

2. Death of the student or death in the immediate family (parent, stepparent, spouse, child, sibling, or grandparent);

3. Involuntary call to active military duty; or

4. A situation in which the University is in error. The amount of a payment in excess of the adjusted assessment will be refunded.

(e) A written appeal for a refund or other appeal action must be submitted to the University within six (6) months of the close of the semester to which the refund or other appeal action is applicable.

(f) Pursuant to Public Law 102-325, the Higher Education Amendments of 1992, and notwithstanding the provisions of subsection (5) and paragraph (5) (a) above, for the first term in which students are enrolled at the University for the first time, a pro-rata refund of tuition, fees, room and board, and other charges shall be made as required by Public Law 102-325.