Course Withdrawal Process for Students

Withdrawing from your class or classes after add and drop period is not advisable because of the implications of this action. For example you may not be eligible to receive financial aid this term or future terms; you may not be eligible to retain your scholarship or continue at FAMU as an athlete. Before deciding to withdraw from a class, please meet with your Academic Advisor to review your student record and assess your options.

You need to know:

- There is a limit of 5 courses from which a student can withdraw in his/her entire undergraduate career. This does not include term withdrawals due to extenuating circumstances.
- Students may initiate and complete course withdrawal in iRattler after an academic advisor places a positive service indicator on the student’s record.
- Withdrawal link in iRattler will be available after the last day to add/drop and becomes unavailable after the last day to withdraw. These dates are usually published on the academic calendar for each semester on the Registrar’s website www.famu.edu/registrar.
- Students who withdraw after add/drop period but before the withdrawal deadline will receive a W grade. The W grade is not factored in GPA calculation.
- Students who stop attending and fail to officially withdraw will receive WF grade. WF grade has the same effect as F grade.
- Please contact your Academic Advisor for additional information.

Note: Students receiving financial aid (Scholarships, Pell, and Loans etc.) should check with the financial aid counselor/officer before withdrawing below full time status.

1. To withdraw from your class navigate to your student center Self-Service > Student Center
2. Click on the Student Center link

3. Course Withdrawal Request link
Click on the Course Withdrawal Request link

4. If you did not meet with your Academic Advisor before clicking on the Course Withdrawal Request link, the following error will occur

\[\text{Student’s academic advisor places a positive service indicator (WDR) on the student’s record.}\]

5. Complete the requested questions
Course Withdrawal Questions

Advisor Information:
Name: Jane Doe
Phone: 312345689
Email: Jane1.Doe@famu.edu
College/School: Social Sciences, Arts & Hum

Dr. John Appletree

Total Approved Course Withdrawal Requests: 0

Please answer ALL the questions below and click 'OK'.

Did you meet with your academic advisor to discuss your intent to withdraw from a class?
- Yes
- No

Are you an Athlete?
- Yes
- No

Do you receive Scholarships from FAMU?
- Yes
- No

Do you receive Financial Aid?
- Yes
- No

--------- IMPORTANT INFORMATION
If the course you wish to withdraw from does not appear, please contact the Registrar’s office at registrar@famu.edu.

NOTE: If you are withdrawing from all your classes, click ‘cancel’ , return to the Student Center and select ‘Official Term Withdrawal Form’.

6. Click on OK to proceed or Cancel to return to your Student Center.
7. Error Message
8. If you try to proceed without responding to the questions, the following error will occur.
9. Term

**Withdrawal from a Course(s)**

1. Select the Course(s) for Withdrawal Request

<table>
<thead>
<tr>
<th>Select a term then select Continue.</th>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester 2016</td>
<td>Undergraduate</td>
<td>Florida A&amp;M University</td>
<td></td>
</tr>
<tr>
<td>Fall Semester 2016</td>
<td>Undergraduate</td>
<td>Florida A&amp;M University</td>
<td></td>
</tr>
</tbody>
</table>

Select appropriate term

10. Select Courses for withdrawal
Select the Courses for withdrawal:

i. Click in the box next to each class to select

ii. Then select reason for the withdrawal

11. When you click in the box next to a course a notification page appears
Withdrawal from a Course(s)

Student Confirmation

If you withdraw from classes after add/drop you may not be a full-time student, you may not be eligible for some scholarships, or you may be required to return some of your funds to the funding source. (i.e. Bright Futures, Title IV, Financial Aid, etc....)

Additionally, you may lose financial aid for future terms. (i.e. Institutional Scholarship, Presidential Scholarship, etc....)

Please see your Academic Advisor before withdrawing from a class/course.

12. Click on OK to proceed.
If you are not sure about the choices you have made, click the Cancel button to return to your student center.

13. Click on Process Withdrawal Request for Selected Course

The Student Confirmation page appears

**Withdrawal from a Course(s)**

**Student Confirmation**

Are you sure you wish to continue your REQUEST(s) for Withdrawal from the following course(s)?

AFH 4200-001 (1447) - Family Issue
POS 1921-002 (1572) - Instructor delivery related

Click 'OK' to Continue or click 'Cancel'.

14. Click OK to continue
15. The Save Confirmation page appears.
This page lets you know you have successfully placed your request.

16. Notification for advisor

Your academic advisor will receive an email notification regarding your request.
Your Academic Advisee [Redacted] has completed the request to withdraw from course(s) for the term Spring Semester 2016.

Students receiving financial aid (Scholarships, Pell grants, and Loans etc.) should check with the financial aid counselor/office before withdrawing below full time status. Students could lose financial aid eligibility. Student Athletes must receive approval from the Athletic Advisor before withdrawing.

Please notify the Department Chair/Program Coordinator to review and take action on the student’s request below.

The student has requested withdrawal from the following Course(s):
AFH 4200-001
(1447) - Family Issue
POS 1921-002
(1572) - Instructor delivery related

17. Please allow at least 5 working days for your academic area to review your request. If approved;
   - You may receive an email

When processed student receives the following message;

Dear [Redacted]

Your Request for Course Withdrawal for the term Spring Semester 2016, has been updated.

******Please note:

Action taken:
AFH 4200 - HIS AFRI 19TH & 20TH - Approved

POS 1921 - INTRO PROF DEVEL I - Approved

- You should expect a change on your class schedule for the term.

Note: The class will still appear in your schedule with a W grade.