



# Course Withdrawal Form (Submit to the Office of Records & Registration)

Photo ID is required when submitting this form. This form is only valid after add/drop week.

If you intend to withdraw from ALL courses this semester, DO NOT use this form. Complete the TERM WITHDRAWAL APPLICATION.

Term: \_\_\_\_\_ Year: \_\_\_\_\_ UIN: 81 \_\_\_\_\_  
(Spring, Summer, or Fall)

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_@eagle.fgcu.edu  
(Last, First, Middle)

Please read the following and take the appropriate action and/or obtain the appropriate signatures below.

- Bright Futures recipients are required to repay any funds received from Bright Futures program for each course withdrawal.
  - Students with Federal Direct Loans, dropping below half-time status, MUST complete an exit interview at: <https://studentloans.gov>
  - All Students MUST obtain signature from Financial Aid
  - First Year Advising Students MUST obtain signature approval from the appropriate Academic Advisor.
  - Graduation Candidates MUST obtain signature approval from the appropriate Academic Advisor.
  - Student-Athletes MUST obtain signature approval from the Director of the Student Athlete Learning Center.
  - Veteran Beneficiaries MUST notify the certifying official of your change in schedule. Course withdrawals may affect benefit level.
  - International Students (F-1 or J-1 Status) MUST obtain signature approval from International Services.
- Submission of this form will result in the withdrawal from the specified course(s) below. A withdrawal is considered a course attempt and may impact future fees associated with Repeat Course and Excess Hours Surcharges. A withdrawal also affects degree progress and may delay graduation.
  - With the Fall 2017 implementation of 3/2 Withdrawal Rule for undergraduate courses [FGCU students will be allowed to withdraw from a maximum of three (3) lower-level courses (numbered 1000-2999) and two (2) upper-level courses (numbered 3000-4999) without academic penalty after the drop/add dates, resulting in W grades not impacting student's GPA. Courses beyond this limit will be assigned a grade of WF.] Please list the order in which you wish to drop your courses. Larger credit courses first are recommended.
  - The assigned, final grade (W or WF) will be determined by the date the form is received in the Office of the Registrar as well as the order of the courses listed below. The withdrawal will be indicated on the academic transcript by a grade of W, if submitted prior to the deadline to withdraw without academic penalty and within 3/2 limits (please see academic calendar).
  - Forms submitted after the deadline to withdraw without academic penalty are indicated on the academic transcript by a grade of WF. Note a WF grade is calculated as an F in the GPA and is not eligible for grade forgiveness.

Order to Withdraw	CRN (5 digits)	Course Prefix & Number	Credit hours	Reason due to medical or personal hardship?		For Office Use Only WF, initials & date by Records Area
				YES	NO	
1				YES	NO	
2				YES	NO	
3				YES	NO	
4				YES	NO	
5				YES	NO	

- For additional information, please review <http://www.fgcu.edu/Registrar/withdrawal-policy.html> and your withdrawal counter on Degree Works. Consideration for exception to withdrawal policy must be made to the Extenuating Circumstances Appeal Review Board: [https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout\\_id=15](https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=15)
- Note: Withdrawal MUST be completed prior to a fee adjustment request.

Academic Advisor or Graduate Program Coordinator Signature (if applicable): \_\_\_\_\_

Director of the Student Athlete Learning Center (if applicable): \_\_\_\_\_

International Services Signature (if applicable): \_\_\_\_\_

Financial Aid Signature: \_\_\_\_\_

By signing this form, you are indicating that you have read and agree to the above:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

White copy: Office of Records & Registration

Office Use--Registration Area

Processed by: \_\_\_\_\_

Processed on: \_\_\_\_\_

Revised 9/2018