



# TERM WITHDRAWAL APPLICATION

Use of this form allows for a **COMPLETE WITHDRAWAL** from **ALL ENROLLED CLASSES** for the **CURRENT TERM ONLY**. Use of this form is not permitted after a term has ended. Please refer to the Academic Calendar for dates. If you have registered for a future term and do not plan to attend, you need to cancel this registration by accessing your Gulflink account. Students are fee liable for all courses for which they are registered at the end of drop/add period. **Photo ID is required when submitting this form.**

TERM: (please X) FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_ Year: \_\_\_\_\_

Please Print Clearly

UIN: 81 \_\_\_\_\_ Full Name: \_\_\_\_\_ Level(circle one): FR SO JR SR GR

Major: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_@eagle.fgcu.edu

**Do you receive:**

- ❖ VA Benefits? (for Military Veterans) Yes  No  If YES, provide Last Class Attendance Date: \_\_\_\_\_
- ❖ Loans, Grants, Scholarships? Yes  No  If you received Federal Direct Loans, an exit interview must be completed.

**Reason for withdrawal (Please Check One)**

1.  Academic difficulty. (Please explain in the box provided below)
2.  Transfer. Institution name: \_\_\_\_\_
3.  Financial hardship
4.  Medical issues (e.g., hospitalization or illness interfering with courses)
5.  Personal (e.g., family issues; illness, condition or death in the family; marriage/divorce; relocation, etc.)
6.  Childcare hardship
7.  Lack of interest
8.  Enlisted in the military or military call-up
9.  Transportation difficulties
10.  Dissatisfied with courses or college (Please explain in the box provided below)
11.  Dissatisfied with selection of courses offered
12.  Dissatisfied with faculty/staff (Please explain in the box provided below)
13.  Dissatisfied with academic advisor (Please explain in the box provided below)
14.  Received job offer/job relocation
15.  Hours of job have changed
16.  Unsure of academic/career goals at this time (Please explain in the box provided below)
17.  Dissatisfaction with living situation or campus housing hardship (Please explain in the box provided below)
18.  Difficulty "fitting in" at FGCU (Please explain in the box provided below)
19.  Other (Please explain in the box provided below)

Are you planning to return next semester? Yes  No

**Note:** If you miss three consecutive terms after withdrawing, you must apply for re-admission.

**NOTICE TO VA, FINANCIAL AID & BRIGHT FUTURES RECIPIENTS:**

Recipients who withdraw from the University may be responsible for repaying a portion or all of the funds received during the term. The Office of Financial Aid and Scholarship will notify students of the repayment amount. VA recipients will need to contact the VA. **Students must obtain the signature of the financial aid office representative prior to submitting the form to the Office of the Registrar (see page 2 of form).**

**NOTICE TO INTERNATIONAL STUDENTS, STUDENT-ATHLETES AND GRADUATION CANDIDATES:**

International students with F visa status MUST obtain the signature of International Services. Student-Athletes and Graduation Candidates MUST obtain the signature of the appropriate academic advisor (see page 2 of form).



# TERM WITHDRAWAL APPLICATION

Full Name \_\_\_\_\_ UIN:81 \_\_\_\_\_

**NOTICE TO ALL STUDENTS:**

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 which will not impact a 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.

For additional information, please review <http://www.fgcu.edu/Registrar/withdrawal-policy.html> and your withdrawal counter on DegreeWorks. 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. Please refer to the University's Academic Calendar for all deadline dates.

**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)). A student is eligible for refunds of registration fees when withdrawing from the University during the subscribed deadlines. Refer to the University Catalog and university website for further refund information. Withdrawal must be completed prior to fee appeal.

Drop course order	CRN (5 digits)	Course Prefix & Number (Undergraduate Courses Only)	Credit hours	For Office Use Only (Courses updated to WF, initials & date)
1				
2				
3				
4				
5				
6				
7				

**Student Signature Statement (Please read fully)**

I understand that any unpaid accounts, any university property that has not been returned, and any unpaid balance on loans made through university agencies must be paid to the proper authority. In addition, I understand that if I have a Federal Direct/Stafford/GSL/Federal Perkins loan, I **must complete an exit interview at:** <https://studentloans.gov>

**My term withdrawal from the university is not official until the Office of the Records & Registration processes this form.** Once processed, my academic record will indicate a W (Withdrawal-No Academic Penalty) or WF (Withdrawal Fail) grade on each withdrawn course as appropriate.

Note: Housing and Residence Life have a separate process for cancelation of housing in a term. Please contact them.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ **Photo ID is required when submitting this form.**

Email Address (after withdrawal): \_\_\_\_\_

***For Office Use Only***

Office	Signature and Date	Date Processed in Banner & Comments
Financial Aid and Scholarships		
International Services		
Academic Advisor		
Athletics		
Records & Registration		