

Dropping or Adding a Course and Withdrawal Limit (3/2) Rule

Adding/Dropping a Course

Adding a course. Students may add courses or change sections of courses during the registration period and the drop/add period (generally, the first week of classes), as published in the Academic Calendar. Classes may be added by accessing the Gulfline feature on the university web site, through the Office of the Registrar or an Academic Advisor.

Dropping a course. Students may drop a course(s) during the registration and drop/add period through Gulfline and the Office of the Registrar as published in the Academic Calendar. Course(s) dropped during this period do not appear on a student's academic record.

Individual Course Withdrawals

Withdrawing without Academic Penalty

Students who wish to withdraw from individual courses after the drop/add period, but before the "last day to completely withdraw without academic penalty" (as published in the Academic Calendar), must do so through the Office of the Registrar. These courses will remain on a student's academic record and are assigned a grade of W, provided that the course(s) do not place a student in violation of the 3/2 Rule (see below). A grade of W is not calculated in a student's FGCU grade point average (GPA).

3/2 Withdrawal Limit Rule

FGCU students are expected to complete all classes in which they remain enrolled after the drop/add deadline. In order to incentivize successful completion of coursework and to encourage students to stay on track for timely graduation, FGCU has instituted the 3/2 Withdrawal Limit Rule (hereafter, 3/2 Rule). This rule limits the number of courses in which an undergraduate student may earn a grade of W (withdrawal without academic penalty).

Under the 3/2 Rule, a student may withdraw from as many as 3 lower division courses (1000- and 2000-level) and as many as 2 upper division courses (3000- and 4000-level) without academic penalty. Withdrawal from all courses above this limit will count as **withdrawals with academic penalty** and will be noted on the transcript as a WF (which counts as a grade of F in the student's GPA).

Important Points Regarding the 3/2 Rule:

- This rule applies **only** to undergraduate courses and to undergraduate students who enrolled at FGCU beginning in Summer or Fall Semester **2015 and forward**.
- The separation between the number of allowed lower level course withdrawals and the number of allowed upper level course withdrawals is firm. That is, a student who has only 2 (not 3) lower level course withdrawals still has only 2 upper level course withdrawals remaining.
- All grades of WF earned prior to the completion of the 3/2 course withdrawal limit of earned W's count toward the number of allowable course withdrawals that the student has remaining. For example, if a student has 2 lower level courses with a WF grade on her or his transcript, the student has accumulated 2 of the 3 allowed lower level course withdrawals and has at most one lower level course withdrawal remaining; similarly, if a student has accumulated 1 upper level course with a WF grade on her or his transcript, the student has at most one upper level course withdrawal remaining.
- W's will be assigned in the order in which a student withdraws from the course. For example, should a student wish to withdraw without academic penalty from 4 lower level courses, a W will be assigned to the first 3 courses listed on the Course Withdrawal or Term Withdrawal Form. The remaining course is over the allowed limit and therefore will receive a WF.
- Though the 3/2 Rule applies to students of all majors and programs, individual programs may have stricter limitations. Students should consult with advisors and carefully review the handbooks in your particular program to ensure that there are not additional limits that might impact your academic pathway.

Withdrawing with Academic Penalty

After students exceed the allowable number of course withdrawals (a maximum of 3 lower level courses and 2 upper level courses), they earn a “withdrawal with academic penalty” (WF) under two circumstances:

- 1) A student withdraws from a course at the Office of the Registrar after the “last day to completely withdraw without academic penalty”

OR

- 2) A student withdraws from a course that places him/her in violation of the 3/2 Rule.

In both cases, such withdrawals will appear on the student’s academic record and result in a grade of WF for the relevant course(s). A WF is calculated as a failing grade in a student’s grade point average. An appeal regarding the WF grade assignment is considered a request for a grade change.

Student appeals are to be submitted in writing, with supporting documentation, to the appropriate college. The college offering the course will make the final decision regarding the appeal.

Withdrawing from all courses does not officially constitute formal withdrawal from the university. Refer to the Withdrawal section for information and procedures. A student is financially liable for all courses in which he or she is registered at the end of the drop/add period.

Withdrawals with Extenuating Circumstances

In some cases, students must withdraw from a class, classes, or a term due to extenuating circumstances. These include the following:

- Medical Withdrawal
- Military Call to Active Duty
- Extended absence (usually more than two weeks) due to a death in the immediate family

- Other unusual or special cases, considered on a case-by-case basis.

In these cases and if a withdrawal for extenuating circumstances is approved, students will receive a grade of WE (Withdrawal with Extenuating Circumstances). WE grades do not count toward the 3/2 Rule withdrawal limits.

Medical Withdrawal and Extended Absence Because of Death of an Immediate Family Member

Medical withdrawal is a formal process of leaving the university during a term due to medical reasons after the University withdrawal without academic penalty deadline (as published in the Academic Calendar). Students who medically withdraw from the university will receive a grade of W in each course and may request an adjustment of his/her tuition and fees through a fee adjustment request.

Applications for medical withdrawal must meet one of the following conditions:

- Physical illness/injury
- Mental health condition
- Death (or serious injury) of an immediate family member (parent, spouse, child, or sibling)

A medical withdrawal may be initiated by submitting a completed Application for Medical Withdrawal with a personal statement and supportive documentation to the Student Affairs Case Manager located in Cohen Center Room 104. Application packets may be obtained in Cohen Center Room 104, requested by phone by calling 239-590-1866, or found online [here](#).

http://studentservices.fgcu.edu/Advising/files/Medical_Withdrawal_forms_2016-2017.pdf. Appeals for medical withdrawal must be submitted within one term after the term for which the medical withdrawal is being requested. (i.e., fall courses must be petitioned no later than the last day of the following spring semester).

Withdrawing Because of Active Military Duty

The procedure for withdrawing because of military duty is outlined in the Military Call to Active Duty Policy.

Dawn Kirby 9/9/2016 2:43 PM

Comment [1]: This is the full URL in case this rule will appear in print as well as online.

Withdrawing Because of Special Circumstances

Often, dramatic events and changes in life circumstances require a student to withdraw from a class or a term. These may include events like sudden and dramatic financial hardship, significant changes in employment status, documented call to act as an extended caregiver, or being impacted by an unforeseen environmental disaster. Appeals for a WE grade are considered on a case-by-case basis and require the same level of documentation expected in the case of medical or military withdrawal.

What is not covered by “Special Circumstances” includes, but is not limited to, the following:

- Unsure of grade or fear that anticipated grade is not high enough, including failing grades
- Failure to complete course assignments or requirements
- Dissatisfaction with the course, its materials, or its instructor
- Level of course difficulty
- Other time commitments such as other courses, lab assignments, part-time work, involvements in student clubs, etc.
- Change of major.

Questions?

If you have questions about the 3/2 Rule, please consult your advisor.