



Course Withdrawal Form

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: _____
(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 for each course withdrawal.
 - 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 Records & Registration 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 <https://www.fgcu.edu/recordsandregistration/guidelines/index.aspx> 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
- 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): _____

By signing this form, you are indicating that you have read and agree to the above (including but not limited to repayment of funds for any applicable financial aid/scholarship programs):

Office Use-Registration Area Processed by: _____ Processed on: _____ <i>Revised 4-2021</i>

Student Signature _____ Date _____

Please bring this form to the FGCU Enrollment Services Center located on the first floor of McTarnaghan Hall or email it, from your Eagle Email account, to ESC@fgcu.edu