

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3100

TITLE: STUDENT WITHDRAWAL FROM CLASSES

BASED ON POLICY: 3.10 ACADEMIC PROGRESS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS; VICE PRESIDENT FOR
STUDENT SERVICES

I. Purpose:

To establish a process for student withdrawal from classes.

II. Procedure:

A. To withdraw from a class, the student will be required to obtain the Student Request for Withdrawal form and complete the following steps:

1. Contact an academic advisor to initiate the student withdrawal process
 2. The student will be required to contact the instructors to confirm their last date of interaction/attendance and signatures
 3. The student will submit the withdrawal form to the Financial Aid Office for review of financial implications
 4. If the Financial Aid Office deems that there will be no financial aid implications, the student must meet with an academic advisor for a final review
 5. After all steps have been completed, the form will be sent to the Admissions, Registration, and Records Office by the academic advisor for withdrawal processing
1. Attendance expectations will be clearly specified in the course syllabus and covered by the instructor during the first week of class in a format appropriate to the class (written, oral, electronic).
- a. Attendance will be monitored starting the first day of class for the term. A student not attending classes during the first week of classes will be reported to the Office of the Registrar as a 'No Show.'

- b. If extenuating circumstances beyond the student's control occur after the withdrawal date, a student may petition the Academic Appeals Committee to request a withdrawal from the class with a grade of W.

B. Adult Education attendance and withdrawal

1. A student must be procedurally withdrawn for non-attendance from the course by the institution.
2. The standard for setting the withdrawal date shall be six consecutive absences from a course schedule. Instructional hours are reported up to and including the last date of attendance but shall not include any scheduled instructional hours reported for any period beyond the last date of actual attendance.
3. If a student is procedurally withdrawn for non-attendance and resumes enrollment within 30 calendar days, the College must re-enroll the student in the same course and section and must report the student instructional hours from the initial date of enrollment to the final withdrawal date or the end of the course, whichever is sooner.
4. If a student is procedurally withdrawn for non-attendance and resumes enrollment after 30 calendar days, the College must enroll the student in a new course section with a new course start date.

C. Limited access and specialty programs

1. Attendance, performance, and standards of academic rigor may differ from other college programs or courses. Students enrolled in these subjects should refer to the individual program policy, procedure, and syllabi for detailed information in each topic, course, or program.
2. Students enrolled in limited access programs and hybrid courses may be required to attend all face-to-face class sessions. Please see the instructor's individual attendance policy on the syllabus for more information.

HISTORY: Last Revised: 10/20/2025

Adopted: 8/27/84

Reviewed: 5/20/08

Revised: 1/21/02, 6/1/05, 10/6/09, 7/10/12, 3/4/14, 10/1/19, 10/20/25