



UNIVERSITY OF CENTRAL FLORIDA

## Withdrawal Policy

### **\*From the UCF Undergraduate Catalog 2022-2023**

After the add/drop period ends (see Academic Calendar), students who wish to remove themselves from some or all of their classes must pursue one of the following (for a more detailed explanation of each option refer to the sections below this list):

1. Withdrawal—prior to the withdrawal deadline (see Academic Calendar), students may withdraw themselves from their courses through myUCF (for other methods see below). They will receive a W in the course(s). This will not affect their GPA. Tuition and fees will not be refunded.
2. Medical Withdrawal—if students have a documented medical condition which prevents course completion, they may pursue a Medical Withdrawal through Academic Services. If approved, they will receive a WM in the course(s). This will not affect their GPA. Tuition and fees will be refunded.
3. Late Drop—in exceptional circumstances such as the death of an immediate family member, documented university error, or call to military service, students may pursue a Late Drop through Academic Services. If approved, the course(s) will not appear on their transcript. Tuition and fees will be refunded.
4. Late Withdrawal—after the withdrawal deadline, in exceptional circumstances beyond the student's control such as being the primary caregiver for an ill family member, students may pursue a Late Withdrawal through Academic Services. If approved, the student will receive a WL. This will not affect their GPA. Tuition and fees will not be refunded.

## **Withdrawal**

A student may withdraw from courses using myUCF at [my.ucf.edu](https://my.ucf.edu), or by visiting the Registrar's Office (MH 161), certain college advising offices, or a UCF Connect office. Students may withdraw by fax at 407-823-5652. Faxed requests must be received by 5:00 p.m. on the last day to withdraw and must include the student's identification number, the course(s) from which to be withdrawn and his or her signature. Students may also mail a written request to the Registrar's Office, P.O. Box 160114, Orlando, FL 32816-0114. This letter must be time-stamped or postmarked before the published withdrawal deadline and must include the student's identification number, the course(s) from which to be withdrawn and his or her signature. Students seeking to withdraw in person must sign the request and must provide photo identification. The official date of withdrawal is the date the University receives the withdrawal request. Requests received by mail are processed using the postmark as the official date of withdrawal. Withdrawing from courses may have financial aid, NCAA eligibility or international visa consequences. Students should seek appropriate advisement prior to withdrawing from a course. Students who withdraw from courses for an entire term with the intent of not returning to UCF must also drop courses for any future terms. A student failing to withdraw will be fee and grade liable.

### **A student is not automatically dropped or withdrawn from a course for not attending, nor can an instructor drop or withdraw a student from a course.**

When a student cannot complete a course(s) because of pregnancy or sexual violence, the student should contact the Title IX Coordinator at 407-823-1336 immediately and before submitting a withdrawal or drop request (unless the student must submit the request in order to meet the applicable deadline). The Title IX Coordinator will explore whether other options are available to the student (eg. an "Incomplete" grade with an opportunity to finish course requirements after the semester has ended).

## **Late Drop**

Following the close of the Drop/Swap period each term as published in the academic calendar, students withdrawing from courses will incur both grade and fee liability unless the university approves a medical withdrawal or late drop. No drop is permitted

after the drop/swap deadline except in exceptional circumstances beyond a student's control that prevent the student from completing courses. Exceptional circumstances include, but are not limited to, death of an immediate family member, involuntary call to military service, homelessness, or administrative errors created by the University. Unsatisfactory academic performance, change of major, or financial challenges are not acceptable reasons for a drop after the deadline. Late drops are normally for all courses taken in the term. If a student is requesting a late drop from fewer than all courses in which the student is enrolled during a semester ("selective drop"), the student must explain in detail why the exceptional circumstance prevents the student from completing the requirements of certain courses but not others, including providing documentation that supports this explanation. For example, a student who is involuntarily called to active military service may be unable to attend courses but can complete an online course. If approved, a late drop includes a refund of tuition and fees, and the courses will not appear on the student's academic records. Students must submit the completed petition and provide all supporting documentation for a late drop to Academic Services (Millican Hall 210) within six months of the end of the term for which the late drop is sought, as stated in Board of Governors policy. **No late drop petitions are accepted past the six-month submission deadline.** The Medical Withdrawal process, rather than the Late Drop process, should be used for medical conditions serious enough to prevent a student from meeting course requirements for the remainder of the semester.

## **Late Withdrawal**

No withdrawal is permitted after the withdrawal deadline as published in the academic calendar except in extraordinary circumstances beyond the student's control that prevent completion of courses. Extraordinary circumstances include, but are not limited to, being the primary caretaker of an immediate family member who is seriously ill or injured, or a mandated employment transfer. Unsatisfactory academic performance is not an acceptable reason for withdrawal after the deadline. A late withdrawal is usually for all courses in the semester ("full withdrawal"). If a student is requesting a withdrawal from fewer than all courses in which the student is enrolled during a semester ("selective withdrawal"), the student must explain in detail why the

extraordinary circumstances prevent the student from completing the requirements of certain courses but not others, including providing documentation that supports the explanation. If a late withdrawal is approved, the student will receive a WL grade. This will not affect their GPA. If approved, a late withdrawal does not refund tuition, and/or the student is still fee liable for the late withdrawn courses. Students must submit the completed petition and provide all supporting documentation for a late withdrawal to Academic Services (MH 210) within one year of the end of the term for which the late withdrawal is sought. **No late withdrawal petitions are accepted past the one-year submission deadline.**

## **Medical Withdrawal**

A medical withdrawal is intended for a student whose own medical condition (physical or psychological) prevents the student from completing course(s) and the condition is serious enough to substantially limit one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating or working. Students seeking to request a medical withdrawal should contact Academic Services as soon as possible after the need for the medical withdrawal arises. All required forms must be submitted to initiate the review process. The student's medical and/ or psychological provider(s) provides the University with the appropriate medical documentation using the forms provided by Academic Services. Medical withdrawal petitions must be well documented.

A medical withdrawal is usually for all courses in a semester ("full medical withdrawal"). If a student is requesting a medical withdrawal from fewer than all courses in which the student is enrolled during a semester ("selective medical withdrawal"), the student must document why the medical condition prevents the student from completing the requirements of certain courses but not others, including providing medical documentation that supports this explanation. For example, a student who is suffering from a leg injury may be unable to perform in a dance course but able to complete online courses. Once a determination is made for fewer courses,

the student cannot amend the request at a later date or request a retroactive withdrawal.

The medical condition should have arisen during the given semester from which withdrawal is sought. If the student was aware of the medical condition prior to beginning of the semester, the student must provide medical documentation demonstrating that there was a change in the condition during the semester that resulted in the student's inability to meet course requirements.

Medical withdrawals for consecutive semesters will not be approved for the same medical condition.

After a full medical withdrawal, the university expects a student will not enroll at the University in the semester immediately following the semester from which the student has medically withdrawn but will use that time to address the medical condition. When the University is able to determine that the condition is likely to continue to prevent the student from completing course requirements in subsequent semesters, the University may place the student on medical hold. If a medical hold has not been placed, it is the student's responsibility to decide, given the medical condition, whether to enroll or maintain enrollment in semesters following the semester from which the student has medically withdrawn. Students are encouraged to contact Student Accessibility Services well before a subsequent semester begins to explore possible accommodations if necessary. If a medical hold has been placed, it is the student's responsibility to drop all courses for future semesters until the medical hold is removed or be fee and grade liable. Additional information about medical holds and the process by which medical holds may be removed is available from the Academic Services office.

Students must submit a completed petition for a medical withdrawal to Academic Services with all supporting documentation from both (if applicable) medical and psychological providers that supported a student's care within six months of the end of the semester for which the medical withdrawal is sought. If a medical withdrawal is approved, a grade of "WM" (withdrawal due to medical reason) will be recorded for each affected course. If an approved medical withdrawal is submitted within one year

(but after six months) of the end of the term for which the medical withdrawal is sought, a "WM" grade will be recorded for each affected course but no tuition refund will be provided. A "WM" grade will have no effect on the Grade Point Average. **An approved medical withdrawal will include tuition refund only if the completed petition was submitted to Academic Services before the six-month submission deadline, as mandated by the Board of Governors policy. No medical withdrawal petitions are accepted past the one-year submission deadline.**

When the physical or psychological condition at issue is related to pregnancy or sexual violence, the student should contact the Title IX Coordinator at 407-823-1336 immediately and before submitting a Medical Withdrawal request (unless the student must submit the request in order to meet the applicable deadline). The Title IX Coordinator will explore whether other options are available to the student (eg. an "Incomplete" grade with an opportunity to finish course requirements after the semester has ended). Academic Services officials who receive a medical withdrawal request related to pregnancy or sexual violence must notify the Title IX Coordinator immediately.

## **Appeal**

Students whose academic record change petition has been denied have the right to appeal the decision to the Admission and Standards Committee. All documents supporting the appeal must be submitted within 30 days from the date of notification of the denial. The appeal must be based upon new or missing evidence not previously presented. Simply disagreeing with the decision is not grounds for an appeal.