

Policy Manual



Title: Course Withdrawal	Number: 6Hx2-5.36
Legal Authority: Florida Statutes 1001.64, 1004.07, 1009.23; Rule 6A-14.0301 F.A.C.	Page: 1 of 1

GENERAL STATEMENT

It is the responsibility of the student to cancel her or his course registration up through the published deadline for 100% refund. Courses dropped prior to the last day to this deadline will not appear on the student's academic record. After the published deadline for 100% refund, a student may withdraw, or be withdrawn, up to the published last day to withdraw. Withdrawn courses remain on the student's transcript with a status of withdrawal, indicating that the student registered for the course but withdrew or was withdrawn. After the deadline for withdrawal, grades are earned and recorded.

Broward College may approve a petition for withdrawal when non-academic, extenuating circumstances prohibit a student's ability to officially withdraw.

THE POLICY and THE STUDENT

A student can be administratively withdrawn by the College for reasons other than non-academic extenuating circumstances. A withdrawal for any reason could impact a student's financial aid award.

Pursuant to Florida Statute 1004.07, a student who is called to, or enlists in, active military service in the United States armed forces shall be permitted the option of either completing her or his course(s) at a later date (receiving an "I" indicating an Incomplete and be required to complete the coursework within the designated period), or canceling her or his course schedule with a 100% refund.

A student will be permitted a maximum of two (2) withdrawals per course. After the second attempt, the student will not be permitted to withdraw and will receive a grade for that course.

THE POLICY and THE FACULTY AND STAFF.

The College allows faculty to withdraw a student, up to the published last day to withdraw, in accordance with the faculty's attendance policy communicated to the student via the course syllabus.

IMPLEMENTATION and OVERSIGHT

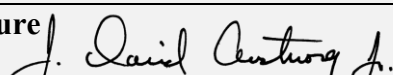
The President has the authority to establish procedures to implement this policy. The Vice President for Student Affairs and Enrollment Management is responsible for overall policy oversight and compliance.

VIOLATION OF POLICY

Students who make fraudulent requests or present falsified documentation are subject to discipline in accordance with Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College.

Staff and non-represented faculty who violate this policy are subject to discipline up to and including termination.

Full-time faculty who violate this policy are subject to discipline up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

History: Adopted as Policy 6Hx2-5.36 on May 24, 2011; revised June 26, 2012; revised May 24, 2016			
Approved by the Board of Trustees	Date: 5/24/16	President's Signature 	Date: 5/24/16