



January 21, 2014

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Policy 10-04, Withdrawal from Traditional College Courses

Item Description

This item requests Board approval for revisions to Policy 10-04, Withdrawal from Traditional College Courses.

Overview and Background

Policy 10-04, Withdrawal from Traditional College Courses has been revised to delete the word "traditional" since the text of the policy includes SPI and distance learning courses.

Past Actions by the Board

The original policy was approved by the Board on 12/01/97 and was revised on 05/17/10 and again on 06/28/10.

Funding/Financial Implications

None

Staff Resource

Sally Search.

Recommended Action

Approve revisions to College Policy 10-04.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Withdrawal from Traditional College Courses	NUMBER: 10-04
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0301	SEE ALSO: <ul style="list-style-type: none">• Administrative Procedure 10-04AP: Withdrawal from Traditional College Courses
DATE ADOPTED: 12/01/97; Revised 05/17/10; 06/28/10	

The College has one withdrawal deadline, which is the equivalent to the midpoint of the term for each session. The withdrawal policy applies to all credit students, including distance learning. The student must initiate the withdrawal process before the deadline.

Deadlines for withdrawal in SPI courses or courses taught in a compressed format will be determined by the appropriate office and provided to the student.

In accordance with State Board of Education Rule 6A-14.0301, students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

Students seeking a withdrawal and who submit their request before the withdrawal deadline will receive a grade of W recorded upon their permanent record for each course in which they were enrolled at the time of withdrawal. Refunds of tuition are not granted for a withdrawal. Students who stop attending classes without filing official withdrawal forms will receive a grade of "F" in each course, unless the instructor has issued an administrative withdrawal "AW."

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