



June 20, 2016

## MEMORANDUM

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

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### Item Description

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

### Overview and Background

Policy 10-04, Withdrawal from College Courses, has been amended to remove the reference to the withdrawal deadlines for SPI (self-paced instruction) courses and courses taught in a compressed format. SPI courses are no longer offered, and the College calendar contains the withdrawal dates for accelerated sessions.

### Past Actions by the Board

The original policy was approved by the Board on 12/01/97 and was revised in 2010 and 2014.

### Funding/Financial Implications

None

### Staff Resource

Sheri Rowland

### Recommended Action

Approve revisions to College Policy 10-04.

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

<b>TITLE:</b> Withdrawal from College Courses	<b>NUMBER:</b> 10-04
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0301	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• <a href="#">Administrative Procedure 10-04AP: Withdrawal from College Courses</a></li> </ul>
<b>DATE ADOPTED:</b> 12/01/97; Revised 05/17/10; 06/28/10; 01/21/14; <u>06/20/16</u>	

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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