

# DROPS/WITHDRAWALS

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UNIVERSITY OF SOUTH FLORIDA 2016-2017 UNDERGRADUATE CATALOG

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## **Drops**

A student may drop a course(s) during the drop/add week (first five days of classes) in order for the course(s) not to appear on any permanent academic records. No tuition or fees will be assessed for course(s) dropped by the fifth (5<sup>th</sup>) day of classes.

## **Withdrawals**

A student may withdraw from a course(s) between the second (2<sup>nd</sup>) and tenth (10<sup>th</sup>) week of the semester (except for summer sessions - see the Academic Calendar in this catalog for dates). However tuition and fees will not be refunded for any course(s) withdrawn by the student during this period and the student's academic record will reflect a "W" grade for any course(s). Under specific conditions, consideration for refund of tuition and fees for a withdrawn course may be requested using a Fee Adjustment Request form accompanied by verifiable written documentation to support your claim. Submit a Fee Adjustment Request form to the Office of the Registrar within six (6) months from the end of the semester to which any refund would be applicable.

Students who withdraw may not continue to attend classes.

Effective Fall 2011, all undergraduate students will be limited to a total of five course withdrawals while enrolled as a degree-seeking or a non-degree seeking undergraduate student at USF. The five course withdrawals will be limited to three course withdrawals for students with less than 60 semester credit hours, and two course withdrawals for students with more than or equal to 60 semester credit hours. Only in extenuating circumstances will approval be granted for more than five course withdrawals. Appeals for additional course withdrawals due to extenuating circumstances must be submitted to the Academic Regulations Committee in the college of the student's academic major.

The withdrawal attempts is based on attempted hours and not earned hours.

## **Total Withdrawal**

Students may withdraw from the USF System without academic penalty for the first ten (10) weeks of any term, except for summer sessions. To withdraw, a student must submit a completed ARC petition for total withdrawal. No entry is made on the academic record for withdrawals submitted during the regular add/drop period (first 5 days of classes). All subsequent withdrawals (through the tenth week of classes in the fall and spring semesters) are posted to the academic record with "W" grades assigned to the courses

Withdrawal deadlines for summer sessions are listed in the Academic Calendar and are published in the USF System Schedule of Classes for summer terms.

Undergraduate students who withdraw while on final academic probation will be academically dismissed from the USF System. When a student is academically dismissed, approval of the ARC is required for reentry.