

Course Withdrawal Process for FAMU Engineering Students

Withdrawing from your class or classes after add and drop period has some implications. For example, you may not be eligible to receive financial aid this term or future terms; you may not be eligible to retain your scholarship or continue at FAMU as an athlete. Before deciding to withdraw from a class, please meet with your Academic Advisor to review your student record and assess your options.

Information you need to know and the process:

- There is a limit in the number of courses from which a student can withdraw in his/her entire undergraduate career. This does not include term withdrawals or retroactive withdrawals due to extenuating circumstances. Please see the course drop/withdrawal policy of the College of Engineering on the academic deadline page <https://eng.famu.fsu.edu/students/academic-deadlines>.
 - **During the 7-week course drop/withdrawal period (after the drop/add deadline)**, email your name, EMPLID, and the course/s you wish to withdraw from to studentsupport@eng.famu.fsu.edu for approval. If approved, a WDR service indicator will be placed on your record and a Course Withdrawal Request link will be available on your Student Center in iRattler. Click on the link to process your course withdrawal (see screenshot instructions below to complete the withdrawal).
 - **During the late drop/withdrawal period (after the 7th week deadline and before the late drop deadline)**, fill out and email the Course Late Drop/Withdrawal Request Form that can be found on <https://eng.famu.fsu.edu/sites/g/files/upcbnu1751/files/pdfs/Course-late-drop-withdrawal-request-form-%28Fall-2019%29-Fillable.pdf> to studentsupport@eng.famu.fsu.edu for approval. If approved, a WDR service indicator will be placed on your record and a Course Withdrawal Request link will be available on your Student Center in iRattler. Click on the link to process your course withdrawal (see screenshot instructions below to complete the withdrawal).
- Students who withdraw after the add/drop period but before the late drop/withdrawal deadline will receive a W grade. The W grade is not factored in GPA calculation.
- Students who stop attending and fail to officially withdraw will receive WF grade. WF grade has the same effect as F grade.
- Please contact your Academic Advisor for additional information.

Note: Students receiving financial aid (Scholarships, Pell, and Loans etc.) should check with the financial aid counselor/officer before withdrawing below full time status.

1. To withdraw from your class navigate to your student center Self-Service > Student Center



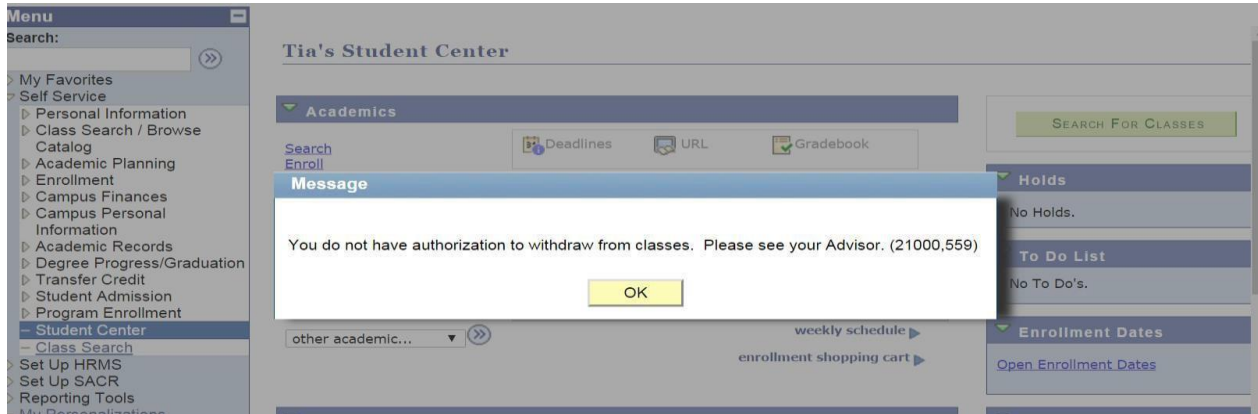
2. Click on the Student Center link



3. Click on Course Withdrawal Request link



4. If you did not email studentsupport@eng.famu.fsu.edu your withdrawal request before clicking on the Course Withdrawal Request link, the following error will occur



5. Complete the requested questions

Course Withdrawal Questions

Course Withdrawal Questions

Advisor Information:

Name	Gilliam, Syndy S	100077561
Phone	850/412-5789	Email SYNDY.GILLIAM@fam.u.edu
COLLEGE/SCHOOL	Social Sciences, Arts & Hum Agatha Onwunli	

Total Approved Course Withdrawal Requests 0

Please answer ALL the questions below and click 'OK'

Did you meet with your academic advisor to discuss your intent to withdraw from a class?

Yes **No**

Are you an Athlete?

Yes **No**

Do you receive Scholarships from FAMU?

Yes **No**

Do you receive Financial Aid?

Yes **No**

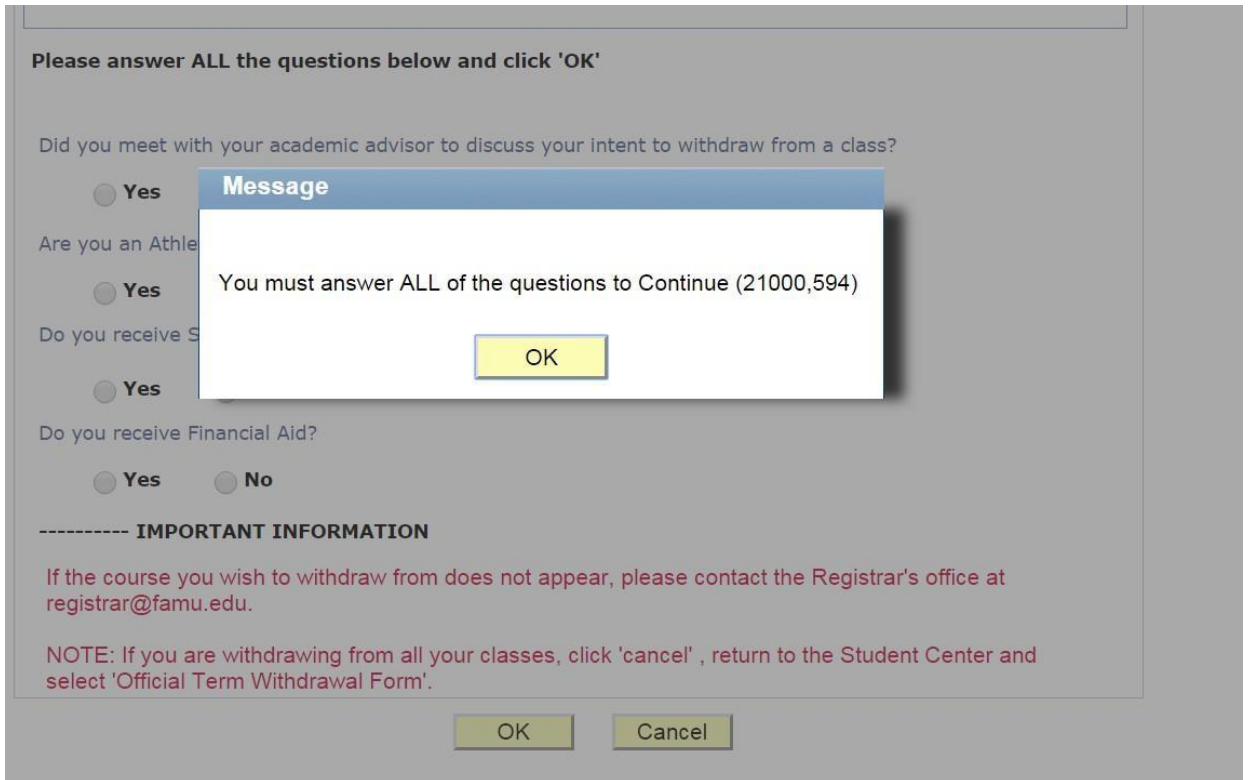
----- **IMPORTANT INFORMATION**

If the course you wish to withdraw from does not appear, please contact the Registrar's office at registrar@famuedu.

NOTE: If you are withdrawing from all your classes, click 'cancel' , return to the Student Center and select 'Official Term Withdrawal Form'.



- 6. Click on OK to proceed or Cancel to return to your Student Center.
- 7. Error Message



- 8. If you try to proceed without responding to the questions, the following error will occur.
- 9. Term

Withdrawal from a Course(s)



1. Select the Course(s) for Withdrawal Request

Select a term then select Continue.			
	Term	Career	Institution
<input checked="" type="radio"/>	Spring Semester 2016	Undergraduate	Florida A&M University
<input type="radio"/>	Fall Semester 2016	Undergraduate	Florida A&M University

CONTINUE

Select appropriate term

10. Select Courses for withdrawal

Withdrawal from a Course(s)



1. Select the Course(s) for Withdrawal Request

Select the course(s) for which you wish to submit a withdrawal request and click 'Process Withdrawal Request for Selected Course(s)'.

Spring Semester 2016 | Undergraduate | Florida A&M University

Select Class	Description	Days/Times	Room	Instructor	Units	Status	Withdrawal Reason
<input type="checkbox"/> AFH 4200-001 (1447)	HIS AFRI 19TH & 20TH (Lecture)	TuTh 3:30PM - 4:45PM	B. L. PERRY (GEN CL) 00205	W. Guzman	3.00	✓	<input type="text"/>
<input type="checkbox"/> AMH 4573-001 (3843)	BLACK AMER 20TH CENT (Lecture)	TuTh 11:00AM - 12:15PM	UNIVERSITY COMMONS 00108	R. Ellis	3.00	✓	<input type="text"/>
<input type="checkbox"/> ECO 2023-006 (2216)	PRIN ECONOMICS II (Lecture)	TuTh 2:00PM - 3:15PM	SCH OF BUS & IND - S 00218	R. Daniels	3.00	✓	<input type="text"/>
<input type="checkbox"/> HUM 3425-003 (1174)	AFRICAN HUMANITIES (Lecture)	TuTh 12:30PM - 1:45PM	FOSTER-T ART CTR 00205	D. Williams	3.00	✓	<input type="text"/>
<input type="checkbox"/> POS 1921-002 (1572)	INTRO PROF DEVEL I (Lecture)	Mo 5:30PM - 6:20PM	UNIVERSITY COMMONS 00110	K. Densu	1.00	✓	<input type="text"/>

CANCEL

PROCESS WITHDRAWAL REQUEST FOR SELECTED COURSE(S)

Total Approved Course Withdrawal Requests: 0

go to ...

Select the Courses for withdrawal:

- i. Click in the box next to each class to select
- ii. Then select reason for the withdrawal

11. When you click in the box next to a course a **notification** page appears

Withdrawal from a Course(s)

Student Confirmation

If you withdraw from classes after add/drop you may not be a full-time student, you may not be eligible for some scholarships, or you may be required to return some of your funds to the funding source. (i.e. Bright Futures, Title IV, Financial Aid, etc.....)

Additionally, you may lose financial aid for future terms.(i.e. Institutional Scholarship, Presidential Scholarship, etc.....)

Please see your Academic Advisor before withdrawing from a class/course.

OK

12. Click on OK to proceed.

Spring Semester 2016 | Undergraduate | Florida A&M University

Select Class	Description	Days/Times	Room	Instructor	Units	Status	Withdrawal Reason
<input checked="" type="checkbox"/> AFH 4200-001 (1447)	HIS AFRI 19TH & 20TH (Lecture)	TuTh 3:30PM - 4:45PM	B. L. PERRY (GEN CL) 00205	W. Guzman	3.00	✓	Family Issue
<input type="checkbox"/> AMH 4573-001 (3843)	BLACK AMER 20TH CENT (Lecture)	TuTh 11:00AM - 12:15PM	UNIVERSITY COMMONS 00108	R. Ellis	3.00	✓	
<input type="checkbox"/> ECO 2023-006 (2216)	PRIN ECONOMICS II (Lecture)	TuTh 2:00PM - 3:15PM	SCH OF BUS & IND - S 00218	R. Daniels	3.00	✓	
<input type="checkbox"/> HUM 3425-003 (1174)	AFRICAN HUMANITIES (Lecture)	TuTh 12:30PM - 1:45PM	FOSTER-T ART CTR 00205	D. Williams	3.00	✓	
<input checked="" type="checkbox"/> POS 1921-002 (1572)	INTRO PROF DEVEL I (Lecture)	Mo 5:30PM - 6:20PM	UNIVERSITY COMMONS 00110	K. Densu	1.00	✓	Instructor delivery related

CANCEL

PROCESS WITHDRAWAL REQUESTS FOR SELECTED COURSE(S)

Total Approved Course Withdrawal Requests: 0

go to ... 

If you are not sure about the choices you have made, click the Cancel button to return to your student center.

13. Click on Process Withdrawal Request for Selected Course

The Student Confirmation page appears

Withdrawal from a Course(s)

Student Confirmation

Are you sure you wish to continue your REQUEST(s) for Withdrawal from the following course(s)?

AFH 4200-001 (1447) - Family Issue

POS 1921-002 (1572) - Instructor delivery related

Click 'OK' to Continue or click 'Cancel'.

OK

Cancel

14. Click OK to continue

15. The Save Confirmation page appears.

FAMU Save Confirmation Sub Pg

Save Confirmation



The Save was successful.

You have successfully placed your REQUEST to withdraw from the following course(s):

AFH 4200-001

(1447) - Family Issue

POS 1921-002

(1572) - Instructor delivery related

An E-MAIL HAS BEEN SUCCESSFULLY SENT TO YOUR ADVISOR OR ACADEMIC DEPARTMENT ([REDACTED]@famuedu.edu).

This page lets you know you have successfully placed your request.

A confirmation email will also be sent to the student. If not received, please check to make sure the withdrawal was processed correctly.

16. Notification for advisor

Your academic advisor will receive an email notification regarding your request.

Your Academic Advisee [REDACTED] has completed the request to withdraw from course(s) for the term Spring Semester 2016.

Students receiving financial aid (Scholarships, Pell grants, and Loans etc.) should check with the financial aid counselor/officer before withdrawing below full time status. Students could lose financial aid eligibility. Student Athletes must receive approval from the Athletic Advisor before withdrawing.

Please notify the Department Chair/Program Coordinator to review and take action on the student/s request below.

The student has requested withdrawal from the following Course(s):
AFH 4200-001

(1447) - Family Issue
POS 1921-002

(1572) - Instructor delivery related

17. Please allow at least 5 working days for your academic area to review your request. If approved;
- You may receive an email

When processed student receives the following message;

|
Dear [REDACTED]

Your Request for Course Withdrawal for the term Spring Semester 2016, has been updated.

*****Please note:

Action taken:

AFH 4200 - HIS AFRI 19TH & 20TH - Approved

POS 1921 - INTRO PROF DEVEL I - Approved

- You should expect a change on your class schedule for the term.

Note: The class will still appear in your schedule with a W grade.