

Course Withdrawal Process for Students

Withdrawing from your class or classes after add and drop period is not advisable because of the implications of this action. 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.

You need to know:

- There is a limit of 5 courses from which a student can withdraw in his/her entire undergraduate career. This does not include term withdrawals due to extenuating circumstances.
- Students may initiate and complete course withdrawal in iRattler after an academic advisor places a positive service indicator on the student's record
- Withdrawal link in iRattler will be available after the last day to add/drop and becomes unavailable after the last day to withdraw. These dates are usually published on the academic calendar for each semester on the Registrar's website www.famu.edu/registrar
- Students who withdraw after add/drop period but before the 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

Menu

Search:

- ▷ My Favorites
- ▷ Self Service
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Reporting Tools
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)

2. Click on the Student Center link

User: on Database: FAMSAQT

Self Service
Navigate to your self service information and activities.

- Student Center**
Use the student center to manage school related activities.
- Class Search / Browse Catalog**
Find classes that match your selection criteria, or browse the course catalog by subject.
- Personal Information**
Review and update your personal information.
- Academic Planning**
Build your academic planner
- Enrollment**
View appointments, plan and enroll in classes, view student and exam schedules.

3. Course Withdrawal Request link

Academics

[Search](#)
[Enroll](#)
[My Academics](#)
[Order Textbooks](#)

Forgiveness Policy

[Official Term Withdrawal Form](#)
[Course Withdrawal Request](#)

other academic...

Deadlines URL Gradebook

This Week's Schedule		
	Class	Schedule
34	AFH 4200-001 LEC (1447)	TuTh 3:30PM - 4:45PM B. L. PERRY (GEN CL) 00205
34	AMH 4573-001 LEC (3843)	TuTh 11:00AM - 12:15PM UNIVERSITY COMMONS 00108
34	ECO 2023-006 LEC (2216)	TuTh 2:00PM - 3:15PM SCH OF BUS & IND - S 00218
34	HUM 3425-003 LEC (1174)	TuTh 12:30PM - 1:45PM FOSTER-T ART CTR 00205
34	POS 1921-002 LEC (1572)	Mo 5:30PM - 6:20PM UNIVERSITY COMMONS 00110

[weekly schedule](#)
[enrollment shopping cart](#)

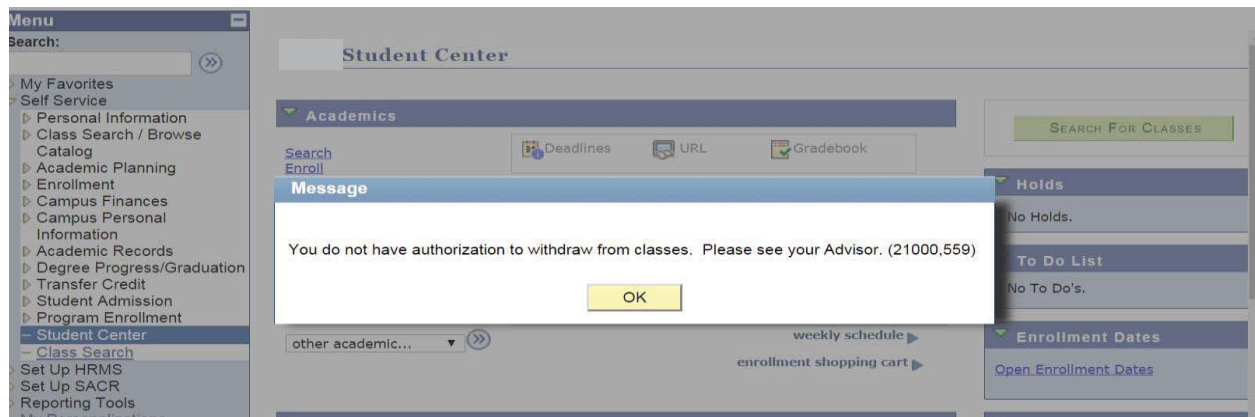
SEARCH FOR CLASSES

Holds
Withdraw from a Course(s)
No FAMU Official Transcript 10.000
Currency used is US Dollar.
[details](#)

To Do List
[Plus Loan/Grad Loan App](#)
[SAP Appeal Application](#)
[Verification Worksheet](#)
[Dep Verif Work Sheet Even Year](#)
[Ind Verif Work Sheet Odd Year](#)

Click on the Course Withdrawal Request link

4. If you did not meet with your Academic Advisor before clicking on the Course Withdrawal Request link, the following error will occur



Student's academic advisor places a positive service indicator (WDR) on the student's record.

5. Complete the requested questions

Course Withdrawal Questions

Course Withdrawal Questions

Advisor Information:

Name	Jane Doe	312345689
Phone	850/123-4567	Email Jane1.Doe@famuedu
COLLEGE/SCHOOL	Social Sciences, Arts & Hum	

Dr. John Appletree

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'.

OK

CANCEL

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

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

Are you an Athlete?
 Yes

Do you receive Student Services?
 Yes

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@fam.u.edu.

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

OK Cancel

Message

You must answer ALL of the questions to Continue (21000,594)

OK

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 REQUEST 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.

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.