




ACADEMIC AFFAIRS  
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## MEMORANDUM

DATE: January 13, 2020

TO: Deans and Department Chairs

FR: Bret Danilowicz, Ph.D.   
Provost and Vice President for Academic Affairs

SUBJECT: **Deadline for Late Drops and Withdrawals**

Students have a responsibility to continually review their academic records and address any concerns or issues in a timely manner. The integrity of the academic record is of utmost importance and amendments to it should not be taken lightly. As such, any request to amend the academic record must be conducted within one year from the end of the semester in which the student was registered for a course. This includes, but is not limited, to requests for:

- a retroactive drop of a course;
- a withdrawal with a “W” to replace a course that has been graded; and/or
- a petition to remove an “F” grade due to non-attendance.

This policy aligns with university grading policies (change of grades and the assignment of grade after the completion of work associated with an Incomplete (I) grade) in which any change to the student academic is not to exceed one calendar year from the end of the semester in which the course was taken. This one-year timeframe generally ensures that the instructor associate with the course is available to validate information that the student has put forth.

Furthermore, a student may not request an amendment to their academic record subsequent to the conferral of their degree if the course was taken during the period of enrollment for that degree. Again, this protects the integrity of the academic record that may have been communicated to employers or other educational institutions.

A request for a Late Drop or Withdrawal poses potential compliance issues with federal financial aid, enrollment reporting to the U.S. Department of Education, NCAA compliance, and international student reporting.

Additionally, students seeking a retroactive drop with a request for a reversal of tuition and fees is limited to six months from the end of the academic semester to adhere with Florida Board of

Regulations 7.002, section 11. Students will not be eligible for tuition refunds and will be liable for outstanding balances, regardless of the approval of their academic petition.

cc: Michele Hawkins, Vice Provost, Academic Affairs  
Russell Ivy, Senior Associate Provost, Programs and Assessment  
Jason Ball, Associate Vice Provost for IT & CIO  
James Capp, Assistant Provost, Academic Affairs and Planning  
Christa Eitel, Assistant Vice President, Academic Finance and Administration  
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