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Purpose of this Tutorial

This tutorial is designed to explain procedures for student withdrawals

- Instructors will use the *Faculty – Student Success Check* system to request student withdrawals
- Withdrawal deadlines are published on the myEFSC portal under EFSC Announcements:

  ![EFSC Announcements](image)

  Spring 2019 Important Dates and Deadlines
  - Click [here](http://www.easternflorida.edu/admissions/registrar-offices/withdrawal-versus-drop.cfm) for Spring 2019 Important Dates and Deadlines.

- More information on the withdrawal process is available on the EFSC website:
Census Reporting and the withdrawal process through the Faculty – Student Success Check serve different purposes.

- **Census Reporting**
  - Students who do not actively participate in class within the first two weeks should be reported during the Census Reporting process.

- **Faculty – Student Success Check**
  - The only reason to initiate a withdrawal is if the student has stopped participating in class (attendance or assignments). Student behavioral problems should be referred to the Associate Provost or Dean.

- **After Census Reporting is closed**, if you realize that you incorrectly indicated student participation/attendance during Census Reporting, notify the Office of the Registrar at censusreporting@easternflorida.edu. Do NOT use the faculty-initiated withdrawal process within the Faculty – Student Success Check to correct the error.
Faculty-Initiated Withdrawals

• It is the student’s responsibility to withdraw from the class by the published deadline. However, withdrawals for students who stop attending or participating in class may be initiated at the discretion of the faculty member provided the student is not enrolled in the class for the third attempt.
  • You will receive an email from the Office of the Registrar if you request a withdrawal for a student on a third attempt.
• The only reason to initiate a withdrawal is if the student has stopped participating in class (attendance or assignments). Student behavioral problems should be referred to the Associate Provost or Dean.
• Instructor-initiated withdrawals will be automatically forwarded to the Office of the Registrar for processing
• The Faculty Student Success Check system is open for withdrawals beginning the day after census reporting closes through the day prior to final exam week
• When initiating a withdrawal, instructor will be required to provide the last day of academically related activity for which they can document the student’s participation.
• Instructor may request that the student be withdrawn with a grade of “F” instead of “W.” See slide 15.
• Students called to active military duty may be withdrawn with a non-punitive grade of “W6”. See slide 16.

Note: just because student says he/she is withdrawing does not mean student has submitted the withdrawal request. Please remind them that it is their responsibility to actually process the withdrawal.
Student-Initiated Withdrawals

- It is the student’s responsibility to withdraw from the class by the published deadline.
- All withdrawals are processed through the Office of the Registrar
- Student may withdraw online (use the guidelines for registering or dropping a class online)
- Students with registration holds and dual enrolled students must submit a paper withdrawal form to the Office of the Registrar
  - Withdrawal forms are available online:
    http://www.easternflorida.edu/admissions/registrars-office/withdrawal-versus-drop.cfm
- After the published withdrawal deadline, student must submit an appeal for late withdrawal through the office of the Associate Provost or Dean. Appeal must be accompanied by substantiating documentation.
The Impact of Withdrawing

Withdrawals may be initiated by student, faculty, or staff. The following should be considered before initiating a withdrawal:

- EFSC allows students to initiate a withdrawal from a course and have a “W” recorded for that course provided certain conditions are met: the withdrawal must occur before the deadline published in the college calendar, and provided the student is not attempting a course for the third time.
- Course withdrawals do not generate tuition refunds.
- Student will incur a final grade of “W” on his/her record. A “W” will count in course attempts.
- While EFSC does not have a limit on the number of courses from which a student may withdraw, there is a limit of 3 attempts per course by Florida Statute and the student may not withdraw from the third attempt.
- Other institutions may have a limit on the number of courses from which a student can withdraw and excessive withdrawals could have a negative impact, both academically and financially.
- Withdrawals impact student completion rates and may impact financial aid or veteran benefits. Students receiving any type of financial assistance including loans, grants, and/or scholarships should always talk to an EFSC student advisor and/or an EFSC financial aid specialist and/or the military certifying official before withdrawing from a course.
Processing Timelines

- Census Reporting – second week of class
  - Once census reporting closes, students who are reported as NO will be withdrawn by the Office of the Registrar.
- Faculty may initiate student withdrawals by using the Faculty – Student Success Check system.
  - The Faculty Student Success Check system is open for withdrawals beginning the day after census reporting closes through the day prior to final exam week
- Students must initiate withdrawals by the deadlines published on the academic calendar
Withdrawal Codes

When a withdrawal request is submitted through *Faculty – Student Success Check* system, the reason that defaults is “W4 – Withdraw Administrative”. This is not a grade; it is an internal Registration Status Code that is entered when the withdrawal is being processed. The codes allow administration to track the various withdrawal reasons. In almost all circumstances, the student will receive a final grade of “W”.

Following are examples of Registration Status Codes and the resulting final grade.

*WA and WP are student-initiated withdrawals.*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>W4</td>
<td>Withdraw Administrative</td>
<td>W</td>
</tr>
<tr>
<td>W5</td>
<td>Withdraw per Appeal</td>
<td>W</td>
</tr>
<tr>
<td>W6</td>
<td>Withdraw Called To Act Duty Milit</td>
<td>W6</td>
</tr>
<tr>
<td>W7</td>
<td>Withdrawn Never Attended</td>
<td>W</td>
</tr>
<tr>
<td>WA*</td>
<td>Withdraw Academic Difficulty</td>
<td>W</td>
</tr>
<tr>
<td>WF</td>
<td>Early Removal from Class</td>
<td>F</td>
</tr>
<tr>
<td>WP*</td>
<td>Withdraw Personal Reasons</td>
<td>W</td>
</tr>
<tr>
<td>WX</td>
<td>Withdraw Student is Deceased</td>
<td>W</td>
</tr>
<tr>
<td>WZ</td>
<td>Withdraw Natural Disaster</td>
<td>W</td>
</tr>
</tbody>
</table>
How to Submit a Request to Withdraw a Student

On the EFSC homepage: [www.easternflorida.edu](http://www.easternflorida.edu)
- Click on **EFSC Logins** in the upper right corner and select “**myEFSC**”
- Click **Log in to myEFSC**
- Type in Your network **User Name** and **Password**
- You are now on **myEFSC**
Under EFSC Employee Applications:

1. Use the down arrow to scroll to Faculty – Student Success Check
2. Highlight
3. Click the Launch button
Faculty – **Student Success Check** Landing Page

Click on the Course you want to access

- Click to show student list of course RTE 1613 - 01M, Radiographic Physics (10931, 201810)
- Click to show student list of course RTE 2473 - 01M, Advanced Radiographic Imaging (10940, 201810)
Class List will default

Select the student you want to withdraw
Enter the request to withdraw the student

Under **INITIATE A WITHDRAWAL**: check “Please withdraw a student...” and enter the last date of academically related activity for which you can document the student’s participation.

Not sure what an academically related activity is? Hover over the [?] icon.

Click Submit
What happens after you hit Submit?

• You will immediately receive an email copy of your withdrawal request
• The student will receive a notice that you submitted the request
• The Office of the Registrar will receive an email and process your request
  • If the Office of the Registrar is unable to process the withdrawal, they will contact you.

You will receive an email the evening the withdrawal is processed confirming the student has been withdrawn. The student will also receive an email.

If the withdrawal option is not available
The system is not available until the day after Census Reporting. During the week of final exams, the withdrawal option is not available. You must award the student a final grade.
Withdrawing students with grade of “F”

- Use form SC-008 Grade Change Form
- Do not use the Faculty – Student Success System
- To access forms, login to myEFSC and click on the Document Center icon

Remove student for disciplinary/academic integrity reasons:
- Select “Early Removal of Student from Class”
- Enter last date of academically related activity
- Select Reason for Grade Change #1
- Student will be withdrawn and given a final grade of “F”

Remove student for non-participation with grade of “F”
- Select “Early Removal of Student from Class”
- Enter last date of academically related activity
- Select Reason for Grade Change #6 and provide a written explanation
- Student will be withdrawn and given a final grade of “F”

Questions about grades or problems entering grades?
Contact the Office of the Registrar:
grades@easternflorida.edu
A student who is called to active military duty must submit a copy of his/her orders to the Associate Provost (AP).

The student and AP will determine whether the student will withdraw from the class or work with the instructor to complete the class.

If student chooses to withdraw, student will receive a final grade of "W6," which is non-punitive and does not count in course attempts.

Student is also entitled to a refund of fees he or she paid for the course(s).
Reinstating a Student

You will receive an email when a student has been withdrawn from your class. The student will also receive an email telling him/her to contact the instructor if withdrawn in error. If you determine that the student can still be successful in your class and will let him/her return:

• To reinstate a student who was withdrawn during Census Reporting, email censusreporting@easternflorida.edu

• To reinstate a student or request a correction, e.g., student was withdrawn in error e-mail grades@easternflorida.edu

• Your e-mail should include the following information:
  1. Course information (copy from subject line of the e-mail)
  2. Student ID number and name
  3. Provide reason for correction or reinstatement

Note: students will not be reinstated without approval provided directly from the instructor.
Other Resources You May Find Helpful

Tutorials on the Faculty & Staff Web page:
http://www.easternflorida.edu/faculty-staff/tutorials.cfm
• Faculty - Student Success Check
• Entering Final Grades
• Processing an Incomplete Grade

• Registration Information: on the home page, click Register

Questions?
Contact the Office of the Registrar at registrar@easternflorida.edu