

---

**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

---

TITLE: WITHDRAWAL AND FORGIVENESS

NUMBER: PRO 4-08

REFERENCE: State Board of Education  
Rule 6A-14.0301

PAGE 1 OF 5

---

**I. PURPOSE**

The purpose of this procedure is to establish the guidelines for course withdrawals, grade forgiveness, the third attempt rule, fourth attempts, and exception requests necessitating an administrative appeal.

**II. WITHDRAWAL**

- a. Students may withdraw without academic penalty from semester courses until the posted dates in the Academic and Registration Calendar each semester. Students enrolled in mini-semester courses may withdraw without academic penalty until the date listed on the course syllabus.
- b. Students may officially withdraw from all courses online via myLSSC. Dual Enrollment students and student athletes cannot withdraw online via myLSSC. These students must submit an LSSC Student Course Withdrawal form with the required approval signatures. Responsibility for withdrawal rests with the student.
- c. Withdrawals are designated by a grade of W under the grade column of the official student transcript and will count as an attempt. No refund will be issued for a withdrawal.

**III. WITHDRAWAL EXCEPTIONS**

- a. Requests for withdrawal beyond the deadline date ("Late Withdrawal") may be granted to a student who, because of extenuating circumstances beyond the student's control, was prevented from successfully completing the course and withdrawing by the posted withdrawal deadline.
- b. These circumstances must be fully explained in writing and are limited to the following reasons:
  - 1. An involuntary call to military duty that prevents the student from completing the course(s). Formal correspondence from the appropriate branch of the Armed Forces must document the involuntary call.
  - 2. An illness of the student, of such severity and duration that the student is prevented from completing the course(s). An LSSC Medical Verification form, completed and signed by the student's physician, must document the illness.

3. An illness of a member of the student's immediate family (spouse, parent, child) of such severity and duration, that the student is prevented from completing the course(s). An LSSC Medical Verification form, completed and signed by a physician, must document the illness.
  4. A death of the student or member of the student's immediate family (spouse, parent, child). Where a death of an immediate family member occurs, the circumstances must prevent the student from completing the course(s). A copy of the official death certificate must document the death.
- c. Requests for withdrawal exception must be submitted by the full-semester withdrawal deadline in the semester following the one in which the course was taken. Withdrawal deadlines are outlined in the Academic and Registration Calendar. Students must provide documentation that an attempt was made to contact the instructor and make alternate arrangements for completing the course.
  - d. ~~Requests~~ An Appeal for a Late Withdrawal form may be obtained from any LSSC Academic Advisor and must be submitted to the ~~Associate~~ Dean of Students. The student will be sent written notification of the decision within ten working days of the receipt of the request. All decisions are final. Approved requests will be sent to the Records Office for processing.
  - e. An approved Late Withdrawal will not remove a student's tuition and/or financial aid obligations for the semester. Course repeat rules and standards of academic progress may also be impacted by approved Late Withdrawals. It is recommended that students seek academic and financial aid advising prior to submitting a request.

#### IV. GRADE FORGIVENESS

Per State Board of Education Rule 6A-14.0301, the following procedures will be followed regarding student withdrawal and to conditions under which forgiveness for grades earned will be granted:

- a. Forgiveness for grades earned is permitted only for grades of "D" and "F" and is limited to two repeat attempts per course.
- b. Students wishing to retake a course in which they have already received a passing grade, must audit the class.
- c. A student may have a total of three attempts per course including the original grade, repeat grades, and withdrawals. Audit enrollments shall not count as attempts unless the enrollment is declared after the official add/drop period.
- d. Only the most recent grade will be used in calculating the GPA.
- e. Exemption exams, CLEP, and Advanced Placement exams cannot be used to forgive previous coursework.

- f. Transfer work that is evaluated as equivalent to LSSC courses will be used for forgiveness purposes.
- g. Students wishing to retake a course for grade forgiveness must do so prior to being awarded a degree and/or certificate.

**V. THIRD ATTEMPT RULE**

Students may only repeat courses in which they have received a grade of “W”, “D”, “U” or “F” (a non-passing grade).

- a. A student may have a total of three attempts per course at LSSC, including the original grade, repeat grades, and withdrawals. On the third attempt, the student will not be permitted to withdraw and will receive the grade earned for that course.
- b. A student attempting the same course for the third time must pay 100% of the full cost of instruction for the course. The full cost of instruction is equivalent to the cost of out-of-state tuition.

**VI. EXCEPTIONS TO THE FULL COST OF INSTRUCTION FOR THIRD ATTEMPTS**

- a. Requests to avoid the full cost of instruction for third attempts may be granted due to extenuating circumstances in at least one of the previous course attempts.
- b. These circumstances must be fully explained in writing and are limited to the following reasons:
  - 1. An involuntary call to military duty that prevents the student from completing the course(s). Formal correspondence from the appropriate branch of the Armed Forces must document the involuntary call.
  - 2. An illness of the student, of such severity and duration that the student is prevented from completing the course(s). An LSSC Medical Verification form, completed and signed by the student’s physician, must document the illness.
  - 3. An illness of a member of the student’s immediate family (spouse, parent, child) of such severity and duration, that the student is prevented from completing the course(s). An LSSC Medical Verification form, completed and signed by a physician, must document the illness.
  - 4. A death of the student or member of the student’s immediate family (spouse, parent, child). Where a death of an immediate family member occurs, the circumstances must prevent the student from completing the course(s). A copy of the official death certificate must document the death.
  - 5. A learning disability. The student must document his or her learning disability by registering with the LSSC Office of Students with Disabilities. Additionally, the student must provide documentation that a reasonable effort was made to succeed in the course.

6. English as a second language. The student must provide documentation that a reasonable effort was made to succeed in the course, but success was prevented due to a language barrier.
- c. The Request to Avoid the Full Cost of Instruction for Third Attempts form may be obtained from any LSSC Academic Advisor and must be submitted to the Associate Dean of Students. The student will be sent written notification of the Associate Dean's decision within ten working days of the receipt of the request. All decisions are final. Approved late withdrawal appeals will be sent to the Records Office for processing and the student will receive a withdrawal "W" for the specified course(s).

## **VII. EXCEPTIONS FOR FOURTH ATTEMPTS**

- a. Fourth attempts are permitted in rare cases and must be approved prior to registering for the fourth attempt.
- b. Requests to enroll in a fourth attempt may be granted due to serious circumstances. These circumstances must be fully explained in writing and are limited to the following reasons:
  1. An involuntary call to military duty that prevents the student from completing the course(s). Formal correspondence from the appropriate branch of the Armed Forces must document the involuntary call.
  2. An illness of the student, of such severity and duration that the student is prevented from completing the course(s). An LSSC Medical Verification form, completed and signed by the student's physician, must document the illness.
  3. An illness of a member of the student's immediate family (spouse, parent, child) of such severity and duration, that the student is prevented from completing the course(s). An LSSC Medical Verification form, completed and signed by a physician, must document the illness.
  4. A death of the student or member of the student's immediate family (spouse, parent, child). Where a death of an immediate family member occurs, the circumstances must prevent the student from completing the course(s). A copy of the official death certificate must document the death.
  5. A learning disability. The student must document his or her learning disability by registering with the LSSC Office of Students with disabilities. Additionally, the student must provide documentation that reasonable effort was made to succeed in the course.
  6. English as a second language. The student must provide documentation that reasonable effort was made to succeed in the course, but success was prevented due to a language barrier.
  7. Change in conditions of employment or financial hardship. The student must provide documentation from an employer or submit the Financial Aid Financial Hardship form.

- c. The *Request for Fourth Attempt* form may be obtained from any LSSC Academic Advisor and must be submitted to the Associate Dean of Students. The student will be sent written notification of the Associate Dean's decision within ten working days of the receipt of the request. All decisions are final. Approved Requests for a Fourth Attempt will be sent to the Records Office for processing. The Associate Dean's approval will allow the student to register for the specified course for the fourth attempt.

Students will be charged the full cost of instruction for a fourth attempt in the same course. The full cost of instruction is equivalent to the cost of out-of-state tuition. There are no exceptions to the full cost of instruction for fourth attempts.

Revised: 06/04/2018, 02/04/2019, 04/19/2022