

**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: WITHDRAWAL AND FORGIVENESS

NUMBER: PRO 4-08

REFERENCE: State Board of Education
Rule 6A-14.0301

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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

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

- 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

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).

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