

Students wishing to withdraw from a course must submit the Course Withdrawal form if remaining in at least one other course. If your intent is to withdraw from all your registered courses, you must complete a Leave of Absence or Withdrawal from College form.

Directions:

1. Complete all requested information (print clearly).
2. Sign and Date the form.
3. Obtain the signature of your Associate Dean by the withdrawal deadline.

Student Information:

Student Name: _____	Cortland ID Number: _____
Major/Program: _____	Academic Advisor: _____
Email Address: _____	Cell Phone Number: _____
Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	Enrolled Credit Hours BEFORE This Withdrawal _____ Enrolled Credit Hours AFTER This Withdrawal _____

Students are also advised to consult with the course instructor, their academic advisor, and their financial aid advisor to learn about the impact a course withdrawal will have on financial aid and degree completion.

I have spoken with my course instructor	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I have spoken with my academic advisor	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I have spoken with my financial aid advisor	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I have spoken with my EOP advisor <small>(EOP students only)</small>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Course Information (please complete all items):

CRN	Subject	Course #	Section #	Title
Example 12345	soc	150	109	Introduction to Sociology

By signing below, you (the student) petition to withdraw from the course listed above with the understanding that if you withdraw before the deadline date, a grade of "X" will be issued. If you fail to withdraw by the deadline, the actual grade earned in the course, or an "E" will be recorded on your academic record and included in your GPA.

Student Signature: _____ Date: _____

Associate Dean for Student: _____ Date: _____

Associate Dean for the school of the primary program: Arts & Sciences (Old Main Room 125), Education (Education Building Room 1239), or Professional Studies (Professional Studies Building Room 1175). Required for SUNY Cortland (non-visiting) students.

Course Withdrawal Policy Information

Course withdrawals begin after the add/drop period for the term. Students are not permitted to withdraw from classes during the last three weeks of semester courses. The standard deadline for full-term courses is November 15 in the Fall and April 15 in the Spring. In the event that the deadlines fall on the weekend, the next business day will be used. Consult the academic calendar page for specific dates and deadlines.

Due to fluctuating dates, add/drop dates and withdrawal deadlines for summer and winter sessions are established prior to the term and published on the summer session site and winter session site.

Withdrawal Letter Grade

A letter grade of "X" indicates an official withdrawal from a college course without academic penalty. Only if a student withdraws before the deadline date, will the grade of "X" be issued. After the withdrawal deadline has elapsed, either the grade earned, or an "E" will be recorded on the academic record and included in the GPA. (Grades of "X" are not assigned for courses which are fully dropped during the official College drop/add period.)

Financial Aid

The Grade of "X" is considered attempted but not completed for the purpose of calculating Satisfactory Academic Progress (SAP) for Financial Aid Eligibility and is not considered completed coursework when determining Excelsior Scholarship eligibility. The policies regarding SAP for State and Federal Financial Aid are detailed in the SUNY Cortland College Catalog. The most common financial aid impact from course withdrawal in a single semester is a loss of NYS TAP eligibility for the following semester. However, a pattern of withdrawal and/or failure across more than one semester may result in the loss of ALL future aid eligibility, including student loans. It is strongly recommended that you consult with your Financial Aid Counselor if the course withdrawal will reduce your total completed credit hours for the current semester to less than twelve.

Procedures for Course Withdrawal

Students must use the Course Withdrawal form to officially withdraw from a course. Prior to submission of the form, students are advised to consult with the instructor of the course regarding their performance in the course. Students are advised to consult the Financial Aid Office if they have questions or concerns about the impact a withdrawal will have on federal, state, or institutional financial aid. Students are also advised to consult their Academic Advisor to learn about the impact a withdrawal will have on degree completion. Students must obtain the signature of the associate dean. Completed withdrawal forms must be provided to the Associate Dean's Office before the course withdrawal deadline elapses. It is the student's responsibility to ensure forms are completed and submitted by the deadline.