

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 of your registered courses, you must complete a Leave of Absence or Withdrawal from College form. Students must obtain the signature of their associate dean prior to submitting the form. Students are also advised to consult the Financial Aid Office and/or Academic Advisor if they have questions or concerns about the impact a withdrawal will have on financial aid or degree completion. 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.

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 _____

Important: The letter grade of X indicates the Official Withdrawal from a College course without academic penalty. **Financial Aid Impact:** 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.

Course Information (please complete all items):

CRN	Subject	Course #	Section #	Title
Example 12345	soc	150	09	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: _____
Forms will not be processed without the student signature.

Associate Dean for Student: _____ Date: _____
Associate Dean for the school of the primary program: Arts & Sciences, Education or Professional Studies. Required for SUNY Cortland (non-visiting) students.