

## OFFICIAL WITHDRAWAL FROM COURSE

Student Name: \_\_\_\_\_ Cortland ID Number: C00- \_\_\_\_\_  
 Local Address: \_\_\_\_\_ Local Telephone Number: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Program/Degree : BA BFA BS BSED Major: \_\_\_\_\_ Concentration and/or Minor: \_\_\_\_\_

**COLLEGE POLICY:** The letter grade of **X** indicates the Official Withdrawal from a College course without academic penalty. Grades of **X** will not be awarded for courses which are dropped during the official College Drop and Add period. Students are not allowed to withdraw from classes during the last three weeks of semester courses (**after November 15 in the Fall, and April 15 in the Spring**). Due to fluctuating dates, withdrawal deadlines for Summer and Winter sessions will be established prior to the term. **Note: A student who has been found in violation of the academic dishonesty code loses the opportunity to withdraw from the course in which the violation has occurred.**

**IMPACT OF X GRADE ON 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**. 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 Advisement Counselor if the course withdrawal will reduce your total completed credit hours for the current semester to less than twelve.

I, \_\_\_\_\_, petition to withdraw from the course listed below with the understanding that if I withdraw before the deadline date, a grade of "X" will be issued. AFTER the deadline, the grade received, or an "E" will be recorded on my academic record and included in my GPA.

CRN	subject prefix	course no.	section no.	credit hours	Instructor's name
Credits BEFORE Withdrawal _____ Credits AFTER Withdrawal _____					

TO BE SIGNED BY STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

TO BE SIGNED BY INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

TO BE SIGNED BY ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

TO BE SIGNED BY ASSOCIATE DEAN OF THE STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_