Official Withdrawal from Course Petition

SUNY Cortland
Registrar's Office

Student Name:_____ **Cortland ID Number:** C00-_____

Local Address:_____ **Telephone Number:** _____

City: _____ **State**:_____ **Zip**:_____ **E-mail**:_____

Major / Program: _____ **Primary Advisor:** _____
SUNY Cortland (Non-Visiting) Students SUNY Cortland (Non-Visiting) Students

Important: 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. Due to fluctuating dates, withdrawal deadlines for summer and winter sessions will be established prior to the term. 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.

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. 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 Advisor if the course withdrawal will reduce your total completed credit hours for the current semester to less than twelve.

By signing below, you (the student) 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. If I fail to withdraw by the deadline, the actual grade earned in the course, or an "E" will be recorded on my academic record and included in my GPA.

CRN: _____ **Course:** _____ **Credit Hours:** _____ **Instructor:** _____
(ex: 95512) (ex: SOC 150 001)

Enrolled Credit Hours BEFORE This Withdrawal _____ **Enrolled Credit Hours AFTER This Withdrawal** _____

Student Signature: _____ Date: _____
Forms will not be processed without the student signature.

Instructor Signature: _____ Date: _____
Obtain the course instructor's signature.

Primary Advisor Signature: _____ Date: _____
Signature from the advisor of the primary major or program. Graduate students may consult the graduate coordinator.

Secondary Advisor Signature: _____ Date: _____
When students have an assigned secondary advisor or secondary curriculum advisor requiring a signature. Consult myRedDragon for advisor information.
(ex: Athletics, EOP, dual degree, dual major, secondary curriculums, 3+2 programs)

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.

Office Use Only – NOTES:

Routing: _____ Instructor _____ Associate Dean _____ Registrar _____ Advisor(s)

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