



SUNY Cortland Registrar's Office
 223 Miller Building
 PO Box 2000
 Cortland, NY 13045-0900
 607-753-4702 | registrar@ Cortland.edu

CURRENT STUDENTS

**Withdrawal from College
 Petition (Non-Medical)**

Student Name: _____ Cortland ID Number: _____

Permanent Address: _____ Telephone Number: _____

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

Major or Program: _____ School: Arts & Sciences Education Professional Studies

Have you applied to graduate? Yes No Are you currently registered for classes at Cortland? Yes No

Associate Dean approval is required. Please read and complete all of the required steps below.

1. Financial Obligations: Pursuant to New York State law (302.1, Title 8), students with outstanding financial obligations to the College are denied transcript service, readmission, registration and other college services. Financial Liability will be based on the effective date of the withdrawal. Please review the Student Accounts site for complete policies and state regulations.
2. Deadline: To be effective in a current semester, a withdrawal must be submitted to the associate dean of the school in which the student is enrolled by the last day of classes.
3. Grades: A withdrawal grade ("W") is assigned to each course in the semester in which the student withdraws from SUNY Cortland unless the instructor has assigned a course grade. Finalized and completed half term graded courses will not receive a withdrawal ("W" or "X") grade.

4. Reason(s) for withdrawing from SUNY Cortland: _____ Please rank the top three reasons, with 1 being the most important reason.

- | | |
|--|---|
| <input type="checkbox"/> Academic difficulty | <input type="checkbox"/> Moving or Relocating |
| <input type="checkbox"/> Courses Not Offered or Available | <input type="checkbox"/> Personal or Family Factors |
| <input type="checkbox"/> Dissatisfied With Environment | <input type="checkbox"/> Program or Major Not Offered or Available |
| <input type="checkbox"/> Dissatisfied With Support Services | <input type="checkbox"/> Returning Home (Academic, Financial, Geographic Reasons) |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Medical |
| <input type="checkbox"/> Financial | <small>If you are seeking an official medical withdrawal, you are required to Complete a Medical Leave of Absence/Withdrawal form. Medical leaves/withdrawals shall not be entered using this document.</small> |
| <input type="checkbox"/> Military
<small>If you are enrolled during your activation service, provide a copy of your activation letter/orders to obtain an official military withdrawal or leave, in accord with state and federal aid requirements.</small> | <input type="checkbox"/> Transferring to another institution (Please Identify School): _____ |

5. Financial Aid Signature: _____ Date: _____ or No Financial Aid
 Students receiving financial aid are required to speak with a Financial Aid advisor when withdrawing.

6. International Programs Signature: _____ Date: _____
 Exchange students or students attending study aboard programs must obtain a signature from International Programs when withdrawing.

7. EOP Advisor Signature: _____ Date: _____
 Required for students enrolled in the EOP program.

8. Associate Dean Signature: _____ Date: _____

9. Student Signature: _____ Date: _____

The student affirms they read and understand the withdrawal policies and aid and tuition liabilities provided in the College Catalog and/or on the Student Accounts and Financial Aid sites. Return this form to the Registrar (Miller 223) after approval signatures are received from the appropriate offices.

Associate Dean: Effective At End of Term (Hold): <input type="checkbox"/> Yes <input type="checkbox"/> No Recommended Effective Date of Withdrawal: _____
Comments/Instructions:

Office Use Only: Routing (As Required): Associate Dean Accounts Financial Aid Residential Life Student Record AS

Associate Dean will provide copies to the academic chair/department where it is required/appropriate.



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Important Additional Withdrawal Information

Important Information

Withdrawing from the College is an official separation from the College. For this reason, students must consult their advisor, the associate dean, the Financial Aid Office and the Student Accounts Office to completely understand both the academic and financial implications.

When students use the "Withdrawal from College" process, they are withdrawing from SUNY Cortland entirely, and officially separating. If a student is seeking to withdraw from a specific course, use a course withdrawal form.

Students are considered officially withdrawn only when they complete the withdrawal process designated by the Registrar's Office and the Associate Deans. Students who fail to complete the process are liable for academic or financial penalty. Students who leave the College without officially withdrawing will be considered enrolled students, and grades will be recorded.

The policies and procedures here were developed to support the official policies in the College Handbook, 415.16. Students are strongly advised to read the official policies in addition to this guidance.

Withdrawal Procedure for Students

College Not In Session: Returning (Matriculated) Students

Matriculated students who decide not to attend Cortland are responsible for notifying the Registrar's Office using the College Withdrawal form to avoid tuition and fee liability. It is the student's responsibility to officially clear all records and obligations to receive official separation.

College Not In Session: Newly Admitted Students

New students who decide not to attend to Cortland are responsible for notifying the Admissions Office in writing to avoid tuition and fee liability. It is the student's responsibility to officially clear all records and obligations to receive official separation.

College In Session: All Students

All students are required to use the Official College Withdrawal when the College is in session (first day of class, to the end of classes). Matriculated students must seek permission from the Associate Dean. Newly admitted students who never attended, and are withdrawing after classes begin, may submit forms directly to the Registrar. Newly admitted and continuing students must also contact the Financial Aid Office and Student Accounts Office to be assured they understand and have addressed financial obligations. It is the student's responsibility to officially clear all records and obligations to receive official separation.

Financial Liability and Obligations

Non-attendance of classes does not qualify as an official withdrawal and does not relieve a student of financial obligations. Additionally, stop payment orders on checks, and/or disputing credit card payments do not constitute official withdrawals.

Students who process initial registration during the drop/add period are not withdrawn for non-payment and will be held responsible for payment of their charges.

Reductions (and refunds, if applicable) of tuition liability is made according to SUNY Board of Trustees policies only. Students incur liability based on the length of the academic term and the date of official withdrawal.

Review the complete policies and the refund/liability schedule on the Student Accounts site.

Academic Policies

Students withdrawing from the College will be assigned a withdrawal grade in all courses in which the student is enrolled and a grade has not been assessed. When withdrawing after the midterm, first quarter or third quarter courses which are completed will receive a normal grade assessment.

Students who have withdrawn after the midterm or failed to register ordinarily will not be considered for readmission until a minimum of one full semester (fall, spring, summer) has passed.

Please retain this page. Do not submit this page with your withdrawal form.