



Student Registration and Record Services  
 223 Miller Building  
 PO Box 2000  
 Cortland, NY 13045-0900  
 607-753-4702 | srrs@cortland.edu

**CURRENT STUDENTS**

# Course Withdrawal Petition

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. 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 and is not considered completed coursework when determining Excelsior Scholarship eligibility. The policies regarding 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 a 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.

**Exceptional Override Authorization: Academic Department Chair**

Check here if this course is a linked or corequisite course (e.g. labs which are linked to lectures) and the academic department is permitting a co-requisite/link override. The enables only one section (as listed above) to be dropped, regardless of the link or co-requisite status.

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_



SUNY Cortland Registrar's Office  
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Cortland, NY 13045-0900  
607-753-4702 | registrar@cortland.edu

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## Course Withdrawal Petition

### Course Withdrawal Policy Information

Course withdrawals begin after the add/drop period for a course ends. 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.

Students who have been found in violation of the academic dishonesty code lose the opportunity to withdraw from the course in which the violation has occurred.

### 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 received 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. 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 and obtain signatures from the course instructor, the academic advisor, and the associate dean. Students are also advised to consult the Financial Aid Office if they have questions or concerns about the impact a withdrawal will have on aid. Completed withdrawal forms must be provided to the SRRS Office before the withdrawal deadline elapses. It is the student's responsibility to ensure forms are completed and received by the deadline.