

COURSE WITHDRAWAL FORM

Last	First	M.I.	Banner ID	Semester	Year
------	-------	------	-----------	----------	------

Student signature

All course withdrawals must be submitted on a withdrawal form to the Office of Registration and Records by the appropriate deadlines. Completed scanned forms may be emailed to registrar@brockport.edu.

SPRING AND FALL WITHDRAWALS

- The **Withdrawal Period** runs from **week five to week ten** of a regular (spring and/or fall) semester. *Departmental permission is not required* during this period. Students may withdraw from a course by submitting a withdrawal form to the Office of Registration and Records. A notation of “W” will appear on the permanent record.
- The **Late Withdrawal Period** runs from **week eleven up to the Friday before the last week of classes**. The student must fill out a withdrawal form including the reason(s) for requesting the withdrawal. A student must provide the department chairperson with appropriate documentation to support the request for withdrawal. The signature of the department chairperson is required *before* the form is filed with the Office of Registration and Records. A student officially withdrawn will receive a “W” on the permanent record. Failure to submit a withdrawal form by the appropriate deadline will result in a final grade as determined by the grading policy of the course. Courses that do not meet for 15 weeks will have proportionate withdrawal schedules. *No withdrawals will be permitted after the Friday before the last week of classes.*
- Students **must complete at least 2/3 of all courses attempted** to remain eligible for federal financial aid. For questions, please contact the Compliance Office in Academic Advisement.
- **First-semester freshmen must have their advisor’s signature for any withdrawal.** X _____
Advisor's signature

• **INSTRUCTIONS**

1. Identify the course(s) using the CRN, discipline, course number, section, number of credits and title.
2. Obtain the signature of the department chairperson for each course (if after week ten).
3. Submit the form to the Office of Registration and Records, 201 Rakov Center, by the appropriate deadline.
4. A \$20.00 withdrawal fee per form will be assessed.

Students may withdraw from a maximum of three courses per form.

CRN	Discipline	Number	Section	# Credits	Course Title

 Department Chairperson’s Signature (*required after week ten of the semester*)

_____/_____/_____
 Date

CRN	Discipline	Number	Section	# Credits	Course Title

 Department Chairperson’s Signature (*required after week ten of the semester*)

_____/_____/_____
 Date

CRN	Discipline	Number	Section	# Credits	Course Title

 Department Chairperson’s Signature (*required after week ten of the semester*)

_____/_____/_____
 Date

**SUMMER AND WINTER SESSION COURSES HAVE ABBREVIATED WITHDRAWAL PERIODS.
 PLEASE SEE THE OFFICE OF SPECIAL SESSIONS WEB SITE FOR SUMMER AND WINTER SESSION
 WITHDRAWAL INFORMATION.**