

Course Withdrawal Form

 Student Name @ _____
 Student ID# Term

 Course Number & Section (ex. EN 121, sec 401) CRN Course Name

 Reason for withdrawal

 Student E-mail Address Student Phone Number

- This form may only be used to withdraw from a course through the last day of the 13th week of the term; official withdrawal will not be permitted after that date (For Summer 1, Summer 2 and Winter withdrawal dates please refer to our website.)
 - You must return this form to the Registrar's Office, Feldman 158, within 48 hours of obtaining your instructor's signature for your withdrawal to be processed
- A grade of **WD** will appear on your final transcript. This grade **DOES NOT** affect your GPA. Please refer to the Undergraduate Catalogue.
 - If you **DO NOT** provide this form to formally withdraw, you will be granted a WF grade which will negatively impact your financial aid and student record
- Any course withdrawal can result in partial or full tuition and fees liability and/or cancellation of your financial aid such as Excelsior, PELL, TAP, Stafford Loans etc. Please consult with Financial Aid for federal aid and Registrar for NYS TAP. In addition, **if this course withdrawal brings your registration below 12 credits (full time status)** your housing, medical, and auto insurance may also be affected.

I have read and understand the above conditions regarding course withdrawals and hereby authorize FIT to withdraw me from the course listed above.

Signature _____ Date _____

I acknowledge that the student named in the box above is withdrawing from my course and that the course information listed is correct.

Student's last date of attendance: _____ **(required)**
 mm/dd/yy

 Instructor Name (Please print) Instructor Signature Date

 Instructor E-mail Address Extension/Phone #