Course Withdrawal

Use in fall/spring semesters; end of drop period through last day of class in ninth week

STUDENT ID

SEMESTER

FIRST NAME

LAST NAME

OSWEGO.EDU EMAIL

PHONE

MAJOR

COURSE INFORMATION:

CRN  CREDIT HOURS

SUBJECT  COURSE #  SECTION #

INSTRUCTOR’S NAME, please print

#1. To be completed by the Instructor:

DATE OF LAST CLASS ATTENDANCE: ___/___/___

☐ CURRENT GRADE IS D- OR BETTER (WP) AKA -DL

☐ CURRENT GRADE IS E, FAILING (WF) AKA -DF

☐ NO GRADE ESTABLISHED AT TIME OF FILING OF FORMS (WN) AKA -DN

INSTRUCTOR’S SIGNATURE  DATE

#2. To be completed by the Deans’ Office of your major:

DEAN’S OFFICE SIGNATURE  DATE

#3. To be completed by the Registrar’s Office (301 Culkin Hall):

SIGNATURE  FEE CHARGED ☐ YES ☐ NO REASON  DATE

Course Withdrawal Policy—end of drop period through last day of class in ninth week:

A student may withdraw from a course in either the fall semester or the spring semester, after the end of the fifteenth day of instruction through the end of the last class day of the ninth week.

The student must complete a Course Withdrawal Form, which must be graded and signed by the course instructor and have the signature of the dean of the school or college of the student’s major. Once the request is approved by the dean, the student must submit the completed form to the Registrar’s Office by the published withdrawal date.

Appropriate fee(s) will be assessed and must be paid before processing the course withdrawal form.

A grade of WP will be assigned by the instructor if the student is passing the course at the time of filing of the forms; a grade of WF will be assigned by the instructor if the student is failing the course at the time of filing of the forms; a grade of WN will be assigned by the instructor if no grade has been established at the time of filing of the forms. These grades are not used to calculate a GPA, but the hours are counted as hours for which the student was enrolled that semester.

By signing — student acknowledges that there will be a fee assessed; that the grade will NOT count in GPA but hours will count as hours for which the student was enrolled this semester; and that the withdrawal may affect Financial Aid.