

WITHDRAWAL FROM A SEMESTER COURSE
2009/2010 School Year

This petition, properly executed, must reach the Registrar, Vilas 117, on or before the deadline.

Print Name

Class Year

Student ID Number

Campus Address

Campus Telephone Number

TO THE REGISTRAR: This is to request withdrawal from the following course in accordance with University Policy, stated below.

DEPT.	COURSE NO.	SECT	TITLE	INSTRUCTOR

The student identified above has consulted with me concerning his/her withdrawal from the course named in this petition.

Date

Advisor's Signature

Date

Instructor's Signature

Date

Student's Signature

UNIVERSITY POLICY ON WITHDRAWAL FROM A COURSE

It is expected that a student will consider withdrawing from a course only in extenuating circumstances.

During the first seven days of classes in any semester or the first three days of classes in summer session, a student may add or drop a course without a permanent record being made of the change. *After the first seven days and until the end of the tenth week of classes, a student may withdraw from a course only twice before graduation.* Students with exceptional cases may petition the Academic Petitions Committee. Because of the importance of the FYP and FYS in orienting students to St. Lawrence, withdrawal from those courses is not permitted.

The course remains on the student's record with a W grade. If a properly executed withdrawal form is not submitted before the deadline, the student remains enrolled in the course, and the instructor's grade will be recorded on the transcript.

3.5 course units are required to maintain minimum full-time status. *Students may not reduce their course load to fewer than four units without consulting with the instructor, advisor, Registrar, and Financial Aid Office.* Many financial aid packages do not extend aid to students enrolled less than full time. ***Eligibility for New York State TAP or other New York State aid awards for current or future semesters may be impaired when you withdraw from a course.*** Students on Academic Probation, Veterans, International Students, Athletes who participate in an NCAA sport, and Students on Financial Aid **must be full time.** For more information, contact Student Financial Services Office at ext. 5569 or Financial Aid at ext. 5265.

A withdrawal from a course will not preclude the Academic Honor Council from considering an academic dishonesty matter related to that course and from recommending an appropriate penalty.

DEADLINE: Fall 2009 – Friday, November 6th, 2009
Spring 2010 – Friday, April 2nd, 2010