

## WITHDRAWAL FROM A SEMESTER COURSE

**DEADLINES:**

**See Registrar's Office Calendar for Specific Term Date Deadlines.**

(End of the 10<sup>th</sup> week of classes for Fall/Spring and end of the 3<sup>rd</sup> week of classes for summer session)

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Class Year

\_\_\_\_\_  
Campus P.O.

\_\_\_\_\_  
Campus Telephone

**To the Registrar:** I request withdrawal from the following course in accordance with University Policy, stated below.

TERM	YEAR	DEPT	CRSE #	SECT	UNITS	TITLE

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

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**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.** 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.* Veterans or students receiving veteran benefits may wish to consult with the Registrar prior to withdrawal from a course. Students on Academic Probation, 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.