SUFFOLK COUNTY COMMUNITY COLLEGE

COURSE WITHDRAWAL

Use this form if you wish to withdraw from a course after the drop and add period has ended.

Please complete in the following sequence:

1. Complete the form.
2. Have your instructor(s) sign the form.
3. If you are receiving financial aid or have filed for a student loan, it is recommended that you speak with the financial aid office to determine how this withdrawal may affect you in this or a future term.
4. Return the completed form to your campus registrar's office.

Completing this process on or before the midpoint of the term (see college catalog for date), assures you a "W" in the course(s). After this time, your instructor has the option of assigning either a "W" or a grade of "F."

_____ _____ ____ _____

Last Name First Name M.I. ID#

I wish to withdraw from the following course(s):

(Sample: Campus = A, E, W / CRN = 91508 / Subject = ENG / Course = 101 / Credits = 3)

Campus	CRN	Subject	Course	Credits	Instructor's Signature

Reason:_____

Last date of attendance in class(es):_____

_____ _____

Student's Signature Date

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For Office Use Only: (SFAREGS)

Processed by: _____ **Campus:**_____ **Date:**_____