This completed form must be received in the Registrar’s Office by the appropriate date for the action being requested (refer to the academic calendar.)

Student Name: ___________________________ Last First Middle Initial

Program/Major: ___________________________ Semester: ☐ Fall ☐ Spring ☐ Summer Year: __________

Do you receive Veterans Educational Benefits? ☐ Yes ☐ No (If yes, you must report this change to college’s VA Official.)

**Add**

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Total

**Drop**

From the 3rd through the 10th week of classes, a grade of “W” is automatically assigned to the student’s academic record. A grade of “A-F” will be assigned after the 10th week.

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Total

Total number of credits this semester if above request is approved: ________

Signature of Student __________________________ Date __________

Instructor/Dean Approval (if required for adding a course) __________________________ Date __________

Students dropping courses must see the financial aid office ________.

Student Advised:
Federal Financial Aid Probation ________.
Federal Financial Aid Suspension ________.
TAP eligibility is evaluated upon completion of the semester.

Students withdrawing from all courses may have to repay a portion of their aid.

Students dropping below full-time status (0-11 credits) should be aware that it could affect their financial aid, athletic and/or veteran’s benefit eligibility.

Refund Policy:
(As approved by the State University of New York Board of Trustees)
Refer to Student Accounts office regarding your tuition liability.

For Office Use Only:
☐ Processed By: __________________________ Date: __________

Student Accounts Office Use Only
% Liability __________
% Refund __________