

# Suffolk County Community College

## Course Withdrawal – After Deadline of Two-Thirds of Term

Use this form to request a course withdrawal **after the end of two-thirds of the term**. The **instructor’s approval is required for each course withdrawal, and each course withdrawal must be submitted through a separate form.**

If submitting the form in person, present your SCCC ID card at the time of withdrawal.

Please complete in the following sequence:

- Confirm the instructor agrees with the request for a withdrawal from the course and that other alternatives are not more appropriate (e.g., incomplete).
- If you are receiving financial aid, including a student loan, or have received a scholarship, consult with the Financial Aid Office to determine how this withdrawal may affect you in this or a future term. Email the Financial Aid Office **using your SCCC email account** to one of the following email addresses, and include your name and ID#:
  - faidamr@sunysuffolk.edu – Ammerman Campus Financial Aid
  - faideast@sunysuffolk.edu – Eastern Campus Financial Aid
  - faidwest@sunysuffolk.edu – Michael J. Grant Campus Financial Aid
- Submit completed withdrawal form for approval to your instructor using your SCCC email account.

\_\_\_\_\_

Last Name    First Name    M.I.    ID#

I wish to withdraw from the following course:

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

Reason for withdrawal: \_\_\_\_\_

Campus	CRN	Subject	Course	Credits	Last date of attendance in class	*Instructor Approval	
						Yes	No

Instructor signature required here if approving withdrawal for in-person processing: \_\_\_\_\_

\*Directions for instructor to email approval/denial of withdrawal request:

- ✦ If approving student request for withdrawal, email approved form to campus Registrar using your SCCC email account.

- withdrawala@sunysuffolk.edu – Ammerman Campus Registrar
- withdrawale@sunysuffolk.edu – Eastern Campus Registrar
- withdrawalw@sunysuffolk.edu – Michael J. Grant Campus Registrar

- ✦ If denying student request for withdrawal, please email the student directly.

Students: please initial on each line to show that you have read and understand each statement.

When withdrawing from a class;

- I may not be eligible for any financial aid next term. \_\_\_\_ **(initial)**
- My federal financial aid (PELL, SEOG, etc.) may be subject to adjustment this term. This may result in my owing money to the college. \_\_\_\_ **(initial)**
- I am not due a refund and still retain liability for any unpaid charges associated with the course(s). \_\_\_\_ **(initial)**
- Veteran Affairs benefits may be impacted for students who are military-connected. \_\_\_\_ **(initial)**
- International student enrollment eligibility may be affected. \_\_\_\_ **(initial)**
- I may be placed on academic warning or dismissal (see catalog for more information). \_\_\_\_ **(initial)**

Print Full Name \_\_\_\_\_ Date \_\_\_\_\_

Signature required for in-person processing \_\_\_\_\_

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For Office Use Only: (SFAREGS)

Processed by: \_\_\_\_\_ Campus: \_\_\_\_\_ Date: \_\_\_\_\_