

COLLEGE CONNECTIONS

INDIVIDUAL COURSE DROP/WITHDRAWAL REQUEST

Use this form to either drop a single course (prior to roster verification) or withdraw from a single course before the withdrawal deadline (posted at www.sunycc.edu/CCdates).

STUDENT NAME		J-NUMBER OR SSN	
HIGH SCHOOL		SEMESTER (check one)	<input type="checkbox"/> Full Year <input type="checkbox"/> Fall <input type="checkbox"/> Spring
COURSE NUMBER (ie: ENG 1510)		CRN (4-digit number)	

You must discuss the following items with the course instructor and/or your counselor:

- Your reason for dropping or withdrawing from the course and what actions you could take to stay enrolled and be successful in this class.
- Whether this class is a corequisite or prerequisite for another course you are currently taking or plan to take, and how it may affect your schedule.

STUDENT SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

GUIDANCE SIGNATURE: _____ DATE: _____

Send signed form to CollegeConnections@mail.sunycc.edu

An email confirmation will be sent. If you do not receive a confirmation email within one week of submitting this form stating that the student has been dropped or withdrawn from the above course, please contact 716.338.1160.

- **Completion and submission of this form before the instructor verifies the course roster will remove the student from the course and it will not appear on their transcript.**
- **Completion and submission of this form before the specified withdrawal deadline entitles the student a grade of "W" (withdrawal) on their JCC transcript.**
- **STUDENTS NOT WITHDRAWING ON OR BEFORE THE LAST DAY TO WITHDRAW MUST RECEIVE A FINAL GRADE.**

(Total Course Withdrawal form on reverse)



COLLEGE CONNECTIONS

TOTAL COURSE WITHDRAWAL REQUEST FORM

Use this form to withdraw from all classes in a term on or before the last day of final exams.

STUDENT NAME		J-NUMBER OR SSN	
HIGH SCHOOL		STUDENT PHONE NUMBER	

I authorize the college to withdraw me from all of my present term courses: Full Year Fall Spring
(Check all that apply)

Reasons for withdrawal (check all that apply):

- Academic-related reasons
- Health/medical concerns (personal or family)
- Moving from district
- Other: _____

STUDENT SIGNATURE: _____ DATE: _____

GUIDANCE SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

Send signed form to CollegeConnections@mail.sunycc.edu

An email confirmation will be sent. If you do not receive a withdrawal confirmation email within one week of submitting this form, please contact 716.338.1160.

- Completion and submission of this form before the specified withdrawal deadline entitles the student a grade of “W” (withdrawal) on their JCC transcript.
- STUDENTS NOT WITHDRAWING ON OR BEFORE THE LAST DAY TO WITHDRAW MUST RECEIVE A FINAL GRADE.

(Individual Course Withdrawal form on reverse)