



Office of the Registrar - Division of Student Affairs

Official Withdrawal Form

Community College

IMPORTANT: Please print clearly. This form is to be used to withdraw from a course after the Change of Program period. Consult the Academic Calendar for the specific deadline date for each session. Official withdrawal from a course or courses does not entitle a student to a tuition refund.

STEP 1: Complete the following information and sign this form

CUNYfirst EMPL ID# grid

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Last Name, First Name, Middle Initial, Name while in Attendance

COURSE, SECTION, CUNYfirst #, Course Title, Last Date of Attendance

I hereby certify that I fully understand all the consequences of withdrawing from this course. I understand that even though I officially withdraw from a class, I may still be liable for the tuition and fees for this semester.

Student's Signature, Date

STEP 2: Check to see if the course from which you are withdrawing is on this list

Table with columns: CSE, CSZ, ENA/ESA, ENG/ENZ, ESL/ESR, MAT and rows: 95, 99; 99; 99; 99; 97, 98, 99; 95, 96, 99

If it is, you must see an advisor in room B-102 for permission to withdraw from these courses.

If you are a College Discovery student, you must have your College Discovery counselor's signature (go to the College Discovery Office, room B-235).

Advisor print: Last Name, First Name

Advisor's Signature, Date

STEP 3: Return this form in person to the Registrar's Office (room C-107) by the deadline date published online in the Academic Calendar.

Signature from Pick-up, Date

For Financial Aid, please indicate anticipated return Term, Session, Year

Office use only

Processed by, Date

Original - Registrar's Office

Yellow copy - Student

Revised: TL-06/2016