



Student Name

Student ID#

Semester

Course Number & Section (ex. EN 121, sec 401)

CRN

Course Name

Professor

*(You must email this form to your professor)*

Student E-mail Address

Student Phone Number

Reason for withdrawal

- This form may only be used to withdraw from a course through the last day of the thirteenth week of the term. Official withdrawal will not be permitted after that date. (In a winter session, this form may be used until the ninth day of the term; In a summer session, this form may be used until the thirteenth day of the term.)
- *You must email this form from your FIT email address to your professor.*
- *Once you receive your professor's acknowledgment, you must forward that email acknowledgment and this form to fit\_registrar@fitnyc.edu within 48 hours in order for your withdrawal to be processed. Incomplete forms will not be accepted.*
- A grade of **WD** will appear on your final transcript. This grade **DOES NOT** affect your GPA. Please refer to the Undergraduate Catalogue.
- *If you **DO NOT** provide this form to formally withdraw, you will be granted a WF grade, which will negatively impact your financial aid and student record.*

Any course withdrawal can result in partial or full tuition and fees liability and/or cancellation of your financial aid, such as Excelsior, Pell, Tap, Stafford Loans, etc. It is recommended that you consult with a financial aid counselor prior to withdrawing to learn how withdrawing will affect your awards. EOP students should contact the EOP office prior to withdrawing. In addition, if this course withdrawal brings your registration under 12 credits (full time status), your housing, medical, and auto insurance may be affected.

*I have read and understand the conditions regarding course withdrawals and hereby authorize FIT to withdraw me from the course listed above.*

Signature\_\_\_\_\_

Date\_\_\_\_\_

**\*\*\*INSTRUCTIONS FOR PROFESSORS\*\*\***

- 1. Acknowledge that you have received the student's withdrawal from your course and that the course information listed on this form is correct.*
- 2. Provide the student's last date of attendance/ remote learning or online login.*

*(All emails must originate from your FIT email address in order to count as your e-signature.)*