Course Withdrawal Form

Instructions:

Please read carefully before completing this form.

- **Withdrawal Deadlines: Fall/Spring:** Last day of Week 13 of the semester. **Winter Session:** Day 9 of the semester. **Summer Session:** Day 13 of the semester. There are no withdrawals after these periods.
- **Tuition & Financial Aid:** You are responsible for tuition and fees based on the official refund schedule. http://fitnyc.edu/refunddeadlines. Withdrawals may affect financial aid (PELL, TAP, Excelsior, loans, etc.). Please contact Financial Aid before submitting.
- **Academic Considerations:** Dropping below 12 credits may affect full-time status, which can impact student visas, housing, insurance coverage, etc. Speak with your academic advisor (EOP students: contact your EOP counselor). Check if withdrawing affects your future prerequisite and/or corequisite requirements.
- **What Happens When You Withdraw:** A WD grade will be recorded on your transcript and does not affect your GPA. You can find more details in the Undergraduate Catalogue.
- **Failure to Officially Withdraw:** If you stop attending without officially withdrawing, you will receive a WF grade, which does affect your GPA and financial aid and student record.

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

Signature _____ **Date**_____

Required Information:

1. **Instructor Must Acknowledge**: Have your instructor complete their section and include last date of attendance or online login. If emailing, they should respond in an email with this information, and you must attach your course withdrawal form.
2. **Return Form to Registrar**: Bring completed form to C204 or email it to fit_registrar@fitnyc.edu within 48 hours of obtaining acknowledgment.
3. **Check your record in MyFIT** to ensure that you've been withdrawn.

_____ @_____ _____

STUDENT NAME   STUDENT ID#   SEMESTER & YEAR

_____ _____ _____

COURSE NUMBER & SECTION (Ex. EN 121, sec 401)   CRN (4 or 5 digit code found on schedule)   INSTRUCTOR NAME

_____

REASON FOR WITHDRAWAL

_____ _____

STUDENT EMAIL ADDRESS   STUDENT PHONE NUMBER

Instructor Section:

I acknowledge that the student is withdrawing from my course and that the course information and last date of attendance or last online login is correct.

Student's last date of attendance or last online login in your class: _____**[*REQUIRED*]**

MM/DD/YY

_____ _____ _____

INSTRUCTOR SIGNATURE *(must be hand signed)*   INSTRUCTOR NAME *(Please Print)*   DATE

_____ _____

INSTRUCTOR EMAIL ADDRESS   EXTENSION/PHONE NUMBER