This completed form must be received in the Registrar's Office by the appropriate date for the action being requested (refer to the academic calendar.)

Student Name: _____   SUNY Poly ID: _____

Last   First   Middle Initial

Program/Major: _____   Semester: ☐ Fall ☐ Spring ☐ Summer Year: _____

Do you receive Veterans Educational Benefits? ☐ Yes ☐ No **(If yes, you must report this change to college's VA Official.)**

Students dropping all courses must see the Bursar's Office _____ and complete a withdrawal.

Students dropping courses must see the financial aid office _____.

Student Advised:
Federal Financial Aid Probation _____.
(student must pass at least one course)
Federal Financial Aid Suspension _____.
TAP eligibility is evaluated upon completion of the semester.

Students withdrawing from all courses may have to repay a portion of their aid.

Students dropping below full-time status (0-11 credits) should be aware that it could affect their financial aid, athletic and/or veteran's benefit eligibility.

***Refund Policy:
(As approved by the State University of New York Board of Trustees)
Refer to Business Office regarding your tuition liability.***

Add

CRN	SUBJ	CRSE#	SEC	CRED	DAY	TIME

Total | |

Drop

From the 3rd through the 10th week of classes, a grade of "W" is automatically assigned to the student's academic record. A grade of "A-F" will be assigned after the 10th week.

CRN	SUBJ	CRSE#	SEC	CRED

Total | |

For Office Use Only:

☐ Processed

By: _____

Date: _____

Student Accounts Office Use Only

% Liability _____

% Refund _____

Total number of credits this semester if above request is approved: _____

_____   _____
Signature of Student   Date   Instructor/Dean Approval (if required for adding a course)   Date