

**GRADUATE COURSE WITHDRAWAL**  
**Graduate and Continuing Ed.**  
**Raymond Hall 206**

Students may elect to withdraw from courses for any reason for a maximum of 9 semester hours in their graduate degree program. Students may exercise this right only before the end of the 8<sup>th</sup> week of classes. A grade of W will appear on the student's transcript for these courses.

**Please consider the following prior to requesting Withdrawal:**

- Withdrawing from classes may affect your financial aid. Please contact Financial Aid prior to completing this form.
- If you select to withdraw from all courses, please contact the Student Accounts Office for your financial responsibility.

If you are withdrawing from your program without intent of returning, please contact Graduate and Continuing Ed.

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Current Address: \_\_\_\_\_ Potsdam email: \_\_\_\_\_

Current Phone #: \_\_\_\_\_ Date of Application: \_\_\_\_\_

I am applying for W for the following semester: \_\_\_\_\_ Fall \_\_\_\_\_ Summer \_\_\_\_\_ Spring Year: \_\_\_\_\_

Check One: \_\_\_\_\_ All Courses \_\_\_\_\_ Individual Course(s) (Please list courses below.)

	CRN #	SUBJ	COURSE #	SECTION #	COURSE TITLE
1.					
2.					
3.					
4.					
5.					
6.					

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to: 1) Graduate Office 2) Student