

After 8th Week COURSE WITHDRAWAL REQUEST

This form is to be used by students withdrawing from one or more courses after the **eighth week** of a quarter. **Do not use this form if withdrawing from all courses in a quarter.** A Leave of Absence/Institute Withdrawal Form is available for this purpose.

Instructions To Student:

1. Complete form.
2. Obtain all required signatures below:
 - Instructor of the course
 - Department Head (representing the student's program)
 - Dean (of the college in which the student is matriculated)
3. Submit the completed form to your home department.

Note: Are You An International Student?

Yes

If yes, please be aware that withdrawing from a course can affect your immigration status.

Please contact International Student Services **PRIOR** to completing this form. Their phone number is 585/475-6943.

A grade of "W" will be assigned if the course withdrawal is approved.

Grades of "W" are maintained as part of the student's permanent academic record, but do not affect GPA or hours earned. Withdrawing from a course will not change your enrollment status (e.g. full-time to part-time). International students see note above.

Name of Student: _____
Last First Middle

Student ID Number: _____ **Quarter** _____
Example: Fall Quarter 2010-2011, indicate 20101
Winter Quarter 2010-2011, indicate 20102

COURSE TITLE	COURSE NUMBER	CR. HRS.	GRADE
_____	_____	_____	<u>W</u>
_____	_____	_____	<u>W</u>
Non-graded Lab	_____	_0_ _0_	<u>Drop</u>

Student's Signature _____ **Today's Date** _____

Reason for Withdrawal after the 8th week:

DEPARTMENT APPROVALS

Instructor's Name	Instructor's Signature	Date
Dept. Head's Name - Student's Home Department	Department Head's Signature	Date
Dean's Name - Student's Home College: Required	Dean's Signature	Date

Registrar's Office Use Only:

Date Received: _____

Date Processed: _____

Processed By: _____