

**COURSE SCHEDULE ADJUSTMENT FORM**  
**SUNY Plattsburgh**

Student's Name (print): \_\_\_\_\_ ID: \_\_\_\_\_  
Signature: \_\_\_\_\_ Major: \_\_\_\_\_  
Local/Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Check One:     **Late Course Add**                       **Course Withdrawal**                       **Late Course Withdrawal**

**I will carry \_\_\_\_\_ credit hours this semester after the following course schedule adjustment.**

**COURSE INFORMATION:**

Course Reference Number (CRN): \_\_\_\_\_ Semester/Year: \_\_\_\_\_  
Course Subject, Number, Section: \_\_\_\_\_  
Instructor's Name (print): \_\_\_\_\_

**LATE COURSE ADD:** Beginning the second Monday of each semester, a \$20 late course add fee is added automatically to the student's bill unless extenuating circumstances apply. (See *Registration Guidebook*.) List the reason for late course add below and explain how the missing material will be made up. The following signatures are required:

	<b>Approve</b>	<b>Deny</b>	<b>Date</b>
Instructor Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chairperson (of Course) Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dean (of Course) Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

REASON:

**COURSE WITHDRAWAL:** Courses may be dropped without tuition liability or completion of this form during the first five days of the semester. A student may withdraw from any class, after consultation with the instructor and advisor, from the second Monday of each semester until the last day of the course selection/advisement period (or mid-point for courses offered less than a full semester). A grade of W (withdrawal) will appear on the student's transcript.

Last Date of Attendance (Required): \_\_\_\_\_  
Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LATE COURSE WITHDRAWAL:** Withdrawal is generally not allowed after the published withdrawal date. Appeal based on written documentation of extenuating circumstances is possible. Failing grades are not justification for late course withdrawal. If approved a W (withdrawal) will appear on the student's transcript. Attach documentation of extenuating circumstances and obtain the dean's signature. The student should continue attending the course until a decision is made.

	<b>Approve</b>	<b>Deny</b>	<b>Date</b>
Dean (of course) Signature: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Last Date of Attendance (Required): \_\_\_\_\_

Registrar Processed (initial/date) \_\_\_\_\_ Refund Notification to Bursar (date): \_\_\_\_\_ VPAA 10/06

*Verification of the approval and the processing of the student's course adjustment is available by viewing the respective class roster on Banner Web.*