

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:

	Approve	Deny	Date
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 online without tuition liability or by completion of this form during the first five days of the semester. For fall and spring full-semester courses, commencing on the eighth calendar day of the semester and ending at midnight on the Friday of the tenth week (or mid-point for courses offered less than a full semester) a student who submits a completed *Course Schedule Adjustment Form* may withdraw from any class after consultation with his/her course instructor and advisor. Refer to winter and summer registration guidebooks for withdrawal dates. A \$20 course withdrawal fee applies.

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.

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

Last Date of Attendance (Required): _____

DATE OF REGISTRAR NOTIFICATION: _____ (Note: Refunds are based on the date this form is delivered to the Registrar's Office.)

Registrar Processed (initial/date) _____ Refund Notification to Bursar (date): _____

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