

SUNY Plattsburgh Graduate Studies College Withdrawal

- Graduate students withdrawing from SUNY Plattsburgh must submit this form to their department chair prior to the last ten calendar days of the semester. The student will receive a withdrawal (W) grade for all classes not yet completed. This request may not be processed during the last ten days of the semester.
- Time limits for completion of degree programs and application of transfer credits continue to apply. Providing the time limitations for degree completion and application of transfer credits or credits acquired in non-matriculated status have not expired, reinstatement requires only the filing of an "Intent to Return" form with the Graduate Admissions Office.
- Financial Aid Recipients: Consult with a financial aid advisor to determine the impact upon your financial aid before processing a college withdrawal (or withdrawing from all courses).

Last Name First Name M.I. Student's ID Program

Permanent Address

Telephone Number Non-Campus Email Address

Last date of class attendance: _____

___ I plan to return to graduate study at SUNY Plattsburgh (Semester/Year) _____
Prior to your return to Plattsburgh, you must file an *Intent to Return* form with the Graduate Admissions Office to reactivate your access to Banner. These forms are available from the Graduate Admissions Office or online at www.plattsburgh.edu/admissions/graduate.

___ I am not sure when I will return, but I intend to finish my graduate degree at Plattsburgh and want to stay in contact.
Prior to your return to Plattsburgh, you must file an *Intent to Return* form with the Graduate Admissions Office to reactivate you access to Banner. These forms are available from the Graduate Admissions Office or online at www.plattsburgh.edu/admissions/graduate.

___ I do not plan to continue my graduate study at Plattsburgh and prefer to withdraw permanently.
You will not be contacted further in connection with your graduate studies.

Reason for withdrawal: Personal ___ Financial ___ Work ___ Family ___ Academic ___ Military* ___
*If activated, attach orders.

Other than the above reasons: _____

Student's Signature Date

NOTE: All students granted a college withdrawal or withdrawing from all courses through the course withdrawal process relinquish the right to use all college services and privileges.

Authorized Signature of College Official Graduate Degree Program Chair/Coordinator Date

Withdrawal Date: _____

Comments: _____

cc: Registrar, Graduate Degree Program Dept., Advisor, Student, Graduate Admissions