



Central Connecticut State University Office of the Registrar

COURSE DROP / WITHDRAWAL

Name: _____ Student ID#: _____ Term / Year: _____

****DO NOT USE THIS FORM FOR COMPLETE WITHDRAWAL FROM THE UNIVERSITY****
(Withdrawal from all courses requires a University Withdrawal / Leave of Absence Form)

POLICY:

DROPPING A COURSE (1st Week through the end of the 3rd Week of Classes): Students are allowed to drop courses up to the last day of the third week of classes during a regular semester*. Courses dropped by the deadline do not appear on the student's transcript. Refer to the Bursar's website for Full Time and Part Time Refund Policies.

WITHDRAWAL FROM A COURSE (4th Week through end of 12th Week of Classes): Students may withdraw from a course from the beginning of the 4th week of classes until the end of the 12th week of classes in a regular semester*. A "W" will be entered for the course on the student's transcript. During this period, approvals for withdrawal are not required; however, it is strongly recommended that students consult with their academic advisor prior to deciding to withdraw from a course. In addition, students should be aware of the possible consequences of reducing their course load as indicated below.

*Refer to the University Calendar for drop/withdrawal dates for courses meeting fewer than 16 weeks and for summer and winter session courses.

FULL-TIME STUDENTS: Full Time minimum credit requirement: 12 credits for undergraduate level students, 9 credits for graduate level students, 6 credits for doctoral level students. Failure to carry a minimum credit requirement may affect Satisfactory Academic Progress (SAP) and receipt of certain federal, state and other benefits including but not limited to various financial aid programs, Veteran's benefits and Social Security benefits. Students dropping below 12 credits are ineligible for participation in Intercollegiate Athletics.

PART-TIME STUDENTS: Failure to carry a minimum of 6 credits may affect receipt of certain federal, state and other benefits including but not limited to various financial aid programs. Refunds for part-time students, if applicable, are based on the date and time a course is dropped / withdrawn. Consult the Bursar's website for the refund schedule.

I request to be Dropped / Withdrawn from the following course(s):

CRN	Dept./Course #	Section #	Title	Duration of Course (circle # weeks)	Instructor's Name	Banner Code <i>office use only</i>
				16 8 5 3 Other__		
				16 8 5 3 Other__		
				16 8 5 3 Other__		
				16 8 5 3 Other__		

I understand that registering for classes at Central Connecticut State University generates charges that I am legally obligated to pay in accordance with University payment deadlines and/or formal withdrawal policies. I also understand that any unpaid financial obligation may be referred to the University's contracted collection agency, and that I will be responsible for any related collection costs in addition to the amount due.

STUDENT'S SIGNATURE: _____ DATE: _____

Please complete this form and return to the Office of the Registrar for approval.
Davidson Hall, Room 116, 1615 Stanley Street, New Britain, CT 06050
Fax it to 860-832-2250 or email it to regstaff@ccsu.edu

Office Use Only: _____

Processed by: Name, Date and Time