



## Course Drop/Withdrawal

*\*\*Drop/Withdrawal from all courses in a semester requires a [University Withdrawal/Leave of Absence Form](#)\*\**

### Course Drop & Withdrawal Policy:

**Dropping a Course:** Students may 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.

**Withdrawal from a Course:** 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.

**Tuition & Fee Charges:** Cancellation of tuition and fees charges upon drop or withdrawal (if applicable) is based on the date of withdrawal and in accordance with the [tuition refund policy](#).

*\*Refer to the [University Calendar](#) for drop and withdrawal dates for each semester and for courses meeting fewer than 16 weeks.*

### Part One: Student Information

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

### Part Two: Course Information

I request to be dropped/withdrawn from:

Semester & Year: \_\_\_\_\_

CRN	Subject	Course #	Course Title	Duration	Instructor	Banner Code (Office Use Only)

### Part Three: Student Acknowledgement

Students in the following groups are advised to contact the appropriate office prior to dropping or withdrawing from a course to ensure there are no unintended consequences:

- Financial Aid Recipients: Contact Financial Aid, Willard-DiLoreto Hall W208, 860-832-2200, [finaid@ccsu.edu](mailto:finaid@ccsu.edu)
- Veterans Benefits Recipients: Contact Veterans Affairs, Willard-DiLoreto Hall D201, 860-832-2838, [vetaffairs@ccsu.edu](mailto:vetaffairs@ccsu.edu)
- Student Athletes: Contact your Athletic Compliance Officer.
- International Students (F & J Student Visas): Contact the Center for International Education.

I promise to pay Central Connecticut State University, its agents or contractors, any indebtedness which I have incurred because of this registration drop or withdrawal. Additionally, I realize a drop or withdrawal status may affect certain federal and state benefits, various financial aid programs and Satisfactory Academic Progress requirements.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit the completed form to:  
Office of the Registrar, Willard-DiLoreto, Room D202  
Fax (860) 832-2250, E-mail [regstaff@ccsu.edu](mailto:regstaff@ccsu.edu)