



University in the High School Course Withdrawal Form

Instructions for the Student

Please review the student "Course Withdrawal Acknowledgment Statements" and sign and date. Then complete Section I and Section II. **A separate form must be completed for each course from which a student intends to withdraw.**

Course Withdrawal Acknowledgments

- I understand that when I withdraw I will receive a non-punitive "W" on my transcript.
- I understand that I will not receive credit for any withdrawn course.
- I understand that I will not receive refunds for course withdrawals.
- I confirm that I have consulted with my instructor, guidance counselor, and/or parent before signing.
- I understand that once my withdraw form is processed, the decision cannot be reversed.
- I understand that by signing this form, I am confirming my intention to be withdrawn from the course.

Name: _____

Date: _____

Section I: Student Information		
First Name:	Last Name:	Middle Initial:
Date of Birth: _____ / _____ / _____	Student ID# <u> N </u> _____	
Section II : Course Information		
Name of Course:		
Course # ex. MAT251	High School:	
Instructor Name:		

Once you have signed and dated the Course Withdrawal Acknowledgments, and filled out Section I and Section II in its entirety, please email to Executive Director, Lisa Jones jonesl@newpaltz.edu

You will receive confirmation once the form is received, as well as a notification once the request is processed.

Section III: Administrative Information (to be completed by SUNY New Paltz)
Date Form Received:
Confirmation by High School Instructor received:
Date Processed
Processor:
Notes: