



**Sage College of Albany
Office of the Dean**

**REQUEST FORM
LATE COURSE WITHDRAWAL**

Student _____

Date _____

Major _____

ID# _____

Course _____

Term _____

Course Withdrawal Policy

1. Students who withdraw from a course after the Drop/Add period will receive a grade of "W" on their transcript for that course.
2. To withdraw from a course, students must have the approval of the academic advisor and the course instructor. The withdrawal deadline from a one credit mini-course is the end of the ninth class hour.
3. All withdrawals from courses must be initiated by the student through the Registrar's office.
4. The last day to withdraw from a course is the last day of the 10th week of classes as posted on the academic calendar. The withdrawal process must be completed by or on this date in the registrar's office.
5. In extremely rare cases, College Deans may direct the Registrar to administratively withdraw students at any time during a semester up to the date that final grades are due from faculty.

Note: Requests without extenuating circumstances or appropriate documentation will not be considered. Failing a course is not an appropriate reason to seek a late withdrawal. In addition, the following reasons will not be given consideration for late withdrawal: Failure to remember the withdrawal deadline, changing majors, receiving unsatisfactory grades after the withdrawal deadline, course load too heavy or work schedule conflicts.

Late Course Withdrawal Request Instructions

Personal Statement:

On a separate sheet of paper, describe the extenuating circumstance (medical or other) that is preventing you from completing the course.

- For medical situations, documentation from a physician on letterhead is required. Documentation must include the specific dates of treatment and a supporting statement that indicates the student was/is unable to complete assignments, tests and fulfill attendance requirement.

- In your personal statement the following items must be addressed:

Issue #1: Identify reasons for this appeal to withdraw from a course after the deadline.

Issue #2: Indicate when you last attended the course.

Issue #3: Identify and explain any previous late withdrawals you have made in prior semesters.

The following signatures are required:

Course Instructor _____

Date _____

Faculty Advisor _____

Date _____

All Federal and State policies and procedures regarding financial aid eligibility will be enforced. Students with financial aid in the form of scholarships, grants or loans may be required to repay the award if they withdraw or change course load. Students are advised to contact the Student Services Office, (518) 292-1781, before withdrawing from any class.

I understand the terms and conditions of this withdrawal request.

Student Signature _____

Date _____

For Office Use Only.

Request result: _____ *Approved* _____ *Denied*

Signature _____ (dean) **Date** _____