

College Withdrawal Information Sheet

1. Your financial liability may be affected by the date of withdrawal. Before withdrawing, you must check on the financial implications of doing so with the following offices:

- a. The Financial Aid Office (SS111) if you are receiving any financial aid (loans, grants, scholarships, FAFSA, TAP, etc).
- b. The Student Accounts Office (SS113) to understand your financial responsibility to the college.
- c. Any agencies that may be sponsoring you at the college (Veterans Affairs, ACCESS VR, Department of Social Services, etc.).

2. Obtain Official Withdrawal Form from the Academic Advising Department in the Student Services Building, Room 210

- a. Complete the Full Withdrawal form.
- b. Meet with your Academic Advisor and discuss your desire or need to withdraw, review the Standards for Academic Progress, and impact of withdrawing on your academic standing. This is very important because there may be critical information that you need to be aware of before you officially withdraw from college.

The following chart shows the effect of withdrawing on your transcript for classes that meet for 15 weeks. For classes that meet for less than 15 weeks, see the Registrar's Office for transcript information.

<u>Week of Withdrawal</u>	<u>Transcript Will Show</u>
1st - 3rd Weeks	No Grade
4th - End of 10th Week	W Grade
11th - End of Classes	F Grade

Returning to SUNY Broome:

To return to SUNY Broome after withdrawing, you must reapply to the college through the Admissions Office (W102) or online (www.sunybroome.edu). If you plan to return the following semester, check with your department regarding the registration procedure.