

Withdrawal From Course

Instructions

This form must be submitted by the course instructor only

1. Students can use this form to withdraw from a course during the withdrawal period (use the [Registration Form](#) to drop a course during the add/drop period). Refer to the [Academic Calendar](#) for the withdrawal period dates. No withdrawals allowed during the final exam period.
2. Student completes this form and submits it to the course instructor.
 - Withdrawal from a course will result in the W grade. Please contact [your advisor](#) for more information.
 - It is strongly recommended that you check with the [Office of Financial Aid](#), [Office of the Bursar](#), or [Office of International Education](#) prior to submitting this form. Your financial aid may be reduced or canceled. Your immigration status may be affected.
3. Instructor enters last date of attendance and last date of attendance reason. Withdrawal from a course cannot be processed without this information.
4. Instructor submits the form to the [Office of the Registrar](#). When submitting this form via email it must be sent from an NYIT email address. Forms originating from non-NYIT email address will be returned. Send to registrar@nyit.edu.
5. Withdrawal from a course is official only after it is recorded by the Office of the Registrar. Students and instructors can view the W grade in the [Student Service HUB](#) and Faculty Center.

To Be Completed by Student

Student ID

Last name

First name

Term

Subject, course#, and section

By authorizing a registration or by dropping and/or adding or withdrawing or being dismissed from the courses I registered for this semester, I agree to be charged in accordance with the schedule set forth in NYIT's online catalogs and nyit.edu with respect to payment of tuition and fees, refunds, dropping and adding courses, and withdrawal and dismissal policies and procedures. I agree to be bound by this registration form and abide by NYIT's rules and regulations set forth in NYIT's online catalogs and nyit.edu. I agree to pay my debt to NYIT for any amounts due for tuition and fees and other charges. If my charges are not paid when due, I agree to pay NYIT all fees and costs associated with the collection of my delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33 to 50 percent of the principal amount due if NYIT engages a collection agency to collect payment; legal fees of 33.3 percent of the principal amount due if NYIT engages legal counsel to collect payment; any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due NYIT. I understand my obligation to pay these additional fees and costs associated with collection of my delinquent account.

Student's signature

Date

To sign the form, select Comment in the Adobe menu bar on the right, then select Pencil, or the Drawing tool, in the toolbar on the top.

To Be Completed by Instructor

Last date of attendance

Last date of attendance reason (check one):

- Last date student physically attended my class.
- Last date student submitted an exam, homework assignment, or other academic work.
- Last date student participated in an online discussion related to academic work.
- Last course-related communication (in person, via email, online, SMS, or phone.)

Instructor's printed name

Instructor's signature

Date

To sign the form, select Sign in the Adobe toolbar on the top. If unable to type on the form, provide information in the email.