

LATE WITHDRAWAL REQUEST *Records & Registration*

Instructions

A late withdrawal request may be submitted after the published Last Day to Withdraw if it is approved by your instructor. In the last three weeks of the fall or spring semester a late withdrawal request must also be approved by the Provost/Executive Vice President who is RCC's Chief Academic Officer. When the late withdrawal occurs in the time period needing the Provost's signature, additional supporting documentation must also be provided. See the time frames below for all academic terms and shortened sessions, including Flex Start 1, Flex Start 2, Wintersession and Summer sessions.

Late Withdrawal Signature Requirements

Academic Term	Instructor Signature Only	Provost's Signature and Supporting Documentation Required
Wintersession	From the published Last Day to Withdraw up to the last 5 days of the session	Last 5 calendar days of the session
Spring Semester	From the published Last Day to Withdraw through week 12 of the semester	Week 13 through the end of the semester
Summer Session 1	From the published Last Day to Withdraw up to the last 10 days of the session	Last 10 calendar days of the session
Summer Session 2	From the published Last Day to Withdraw up to the last 15 days of the session	Last 15 calendar days of the session
Summer Session 3	From the published Last Day to Withdraw up to the last 10 days of the session	Last 10 calendar days of the session
Summer Session 4	From the published Last Day to Withdraw up to the last 15 days of the session	Last 15 calendar days of the session
Fall Semester	From the published Last Day to Withdraw through week 12 of the semester	Week 13 through the end of the semester
Flex Start Sessions	From the published Last Day to Withdraw through the end of week 5 of the session	Week 6 through the end of the session

You should complete the Late Withdrawal Request form and **first** seek the approval and signature of your course instructor. **In all cases, the course instructor must approve the late withdrawal.** In weeks 10, 11, and 12 of the fall/spring semesters, the instructor's signature alone is sufficient and no additional documentation is required. Submit the instructor-signed form to Records & Registration either in-person or via email at records@sunyrockland.edu. If you are emailing, you must include a photo of your picture ID.

Requests Needing the Provost's Approval

In week's 13 through the end of the Fall and Spring semesters and during the last days of the shorter Wintersession and Summer sessions, the Provost's approval to withdraw is required in addition to your instructor's approval. During these time frames, additional supporting documentation is also required. The Provost will not consider requests that are not filed in compliance with these procedures or are incomplete. Late Withdrawals are only for the most serious situations. Requests for reasons other than those outlined on page 3, such as grade dissatisfaction, will not be honored.

The decision of the Provost is final and will be forwarded to the student and to Records & Registration for processing. Submit the completed Supporting Documentation section on page 3 of this form, the instructor-signed Late Withdrawal Request Form, and a photo of your picture ID to academicaffairs@sunyrockland.edu.

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Student's Last Name _____ First Name _____ MI _____

SS# or College ID# _____ DOB _____

Email address _____@sunyrockland.edu Semester _____

CRN	Course Code: Dept-Code-Section	Course Title	Credits	Days	Time
<i>Example: 50270</i>	<i>ENG-10100-521</i>	<i>College Writing I</i>	<i>3</i>	<i>Online</i>	

NOTE: If you are requesting a withdrawal from more than one course, a Late Withdrawal Request form must be filled out for each course.

I have read the instructions and understand that the approval of a late withdrawal for the course noted above will result in a "W" grade on my academic record and that no tuition refund will be issued.

Student's Signature _____ Date _____

All Requests Need Instructor Approval

Faculty / Instructor Signature _____ Date _____

For Requests Needing Provost's Approval - - Supporting Documentation is Also Required

Provost Signature _____ Date _____

Approve Request _____ Disapprove Request _____

Comments _____

Office Use Only

Records Processing Date _____ Records Staff _____

