COURSE SCHEDULE ADJUSTMENT FORM
SUNY Plattsburgh

Student’s Name (print): _________________________________  ID: _________________________________
Signature: ___________________________________________  Major: _________________________________
Local/Cell Phone Number: _______________________________  Email: ________________________________

Check One:  □ Late Course Add   □ Course Withdrawal   □ Late Course Withdrawal

I will carry _______ credit hours this semester after the following course schedule adjustment.

COURSE INFORMATION:
Course Reference Number (CRN): ___________________________  Semester/Year: ________________
Course Subject, Number, Section: __________________________________________________________
Instructor’s Name (print): _________________________________________________________________

LATE COURSE ADD:  Beginning the second Monday of each semester, a $20 late course add fee is added automatically to the student’s bill unless extenuating circumstances apply.  (See Registration Guidebook.)  List the reason for late course add below and explain how the missing material will be made up.  The following signatures are required:

Approve       Deny       Date
Instructor Signature: _________________________________       □        □        ______
Chairperson (of Course) Signature: ___________________________       □        □        ______
Dean (of Course) Signature: _________________________________       □        □        ______

REASON:

COURSE WITHDRAWAL:  Courses may be dropped online without tuition liability or by completion of this form during the first seven days of the semester.  For fall and spring full-semester courses, commencing on the eighth calendar day of the semester and ending at midnight on the Friday of the tenth week (or mid-point for courses offered less than a full semester) a student who submits a completed Course Schedule Adjustment Form may withdraw from any class after consultation with his/her course instructor and advisor.  Refer to winter and summer registration guidebooks for withdrawal dates.  A $20 course withdrawal fee applies.  A W (withdrawal) will appear on the student’s transcript.

Last Date of Attendance (Required):  ____________________________________
Instructor Signature: ___________________________________________  Date: ______
Academic Advisor Signature: _________________________________________  Date: ______

LATE COURSE WITHDRAWAL:  Withdrawal is generally not allowed after the published withdrawal date.  Appeal based on written documentation of extenuating circumstances is possible.  Failing grades are not justification for late course withdrawal. If approved a W (withdrawal) will appear on the student’s transcript.  Attach documentation of extenuating circumstances and obtain the dean’s signature. The student should continue attending the course until a decision is made.

Approve       Deny       Date
Dean (of course) Signature: _________________________________       □        □        ______

Last Date of Attendance (Required):  _____________________________

DATE OF REGISTRAR NOTIFICATION: ____________________________  (Note:  Refunds are based on the date this form is delivered to the Registrar’s Office.)
Registrar Processed (initial/date) ___________  Refund Notification to Bursar (date): ______

Verification of the approval and the processing of the student’s course adjustment is available by viewing the respective class roster on Banner Web.

VPAA 07/29/09  Email: registrar@plattsburgh.edu