Cornell University

College of Human Ecology Registrar's Office ● 1204 Martha Van Renssalaer Hall ● hereg@cornell.edu● 607.255.2235

PETITION TO WITHDRAW FROM A COURSE

iPhone/iPad/MAC users-please use Adobe to complete this form, Apple Preview does not save the form properly.

Please use this form to request permission to withdraw from a course(s) after the 7th week drop deadline. You must discuss your request with a counselor Human Ecology Student & Career Development prior to turning in this form. Schedule your phone appointment online. Submit your completed form to the Registrar's Office at hereg@cornell.edu Be aware that requests for withdrawal are considered on a case-by-case basis and are not guaranteed. Please complete the following:

Name: _____ Cornell ID# _____ Date Filed: _____

Email: _____ Major and/or Option: _____ Expected date of Graduation: _____

Please list your current semester schedule as it appears in your Student Center. Take a moment to confirm that this is your intended schedule for the semester.

	Dept/Course#	Name	SU/Letter	Credits
1)				
2)				
3)				
4)				
5)				
6)				

I request permission to withdraw from _____.

Explain the reason for this request. If more space is needed please attach additional typed pages.

_____

_____

_____

_____

_____

Statement of understanding:

By signing this form you acknowledge that you understand that by withdrawing from a course you will receive a permanent **"W"** on your official transcript and that if you complete **less than 12 credits** during a semester you may be placed on **academic warning even if approved for a withdrawal**. The **"W"** will not be removed for any reason even if the same course is retaken at a later date. Furthermore, completing less than 12 credits may impact your **financial aid, visa status, insurance, or tax status**. Please check with the appropriate offices regarding these matters.

Your Signature _____ Counselor Signature _____

For office use only

Registrar Action: ☐ Grant ☐ Deny

Signature _____

Date ☐ Peoplesoft Petition #: