



### **COURSE DROP REQUEST FORM**

Course drops are not considered official, completed, or submitted until this form is received by the Registrar's Office with all necessary signatures.

**Submit immediately upon obtaining the necessary signatures** (*electronic signatures are accepted*):

- Bush Hall Room 124 or
- [Registrar@delhi.edu](mailto:Registrar@delhi.edu) (must send from your SUNY Delhi email account)

Full Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Delhi e-mail: \_\_\_\_\_

Major: \_\_\_\_\_

Year/Term: 20\_\_\_\_ ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Part of Term: ☐ Full Term ☐ A or J ☐ B or K ☐ Other: \_\_\_\_\_

<b>Are you using Veteran Benefits?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I'm not sure
<b>Are you a cross-registered student this term?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I'm not sure

- Students who drop below full-time status (defined as 12 credits for undergraduate students, 9 credits for graduate students) are advised that eligibility for financial aid (including, but not limited to: Excelsior Scholarship, TAP, Pell, grants, etc.) may be affected.
- Students housed in the residence halls who drop below full-time status must obtain permission to remain in the residence hall. You can submit this request online: [www.delhi.edu/reslife](http://www.delhi.edu/reslife)

<b>Does this change drop you below full-time status?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of <u>Dean or Program Director/Program Coordinator</u> required:	
Do you live in the residence halls?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
*Residence Life will be notified that you have dropped below full-time status ( <a href="mailto:reslife@delhi.edu">reslife@delhi.edu</a> )	

**NCAA requires full-time enrollment to be eligible to participate in athletics** (*unless exemptions apply*)

Are you a student athlete/do you practice with a team?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, which sport?</b>	
<b>If yes, Athletic Representative Signature/Date:</b>	

CRN	Course	Course Title	Credits	Date of Last Attendance	Instructor Signature
10011	ENGL 100	Composition I	3	09-14-2023	Instructor Signature

**DROP FEE:** There is a charge of \$20.00 for each course dropped after the fourth Friday of a full-term course. This deadline is prorated for partial semester classes. Deadlines are published on the academic calendar. Payment may be made at Student Financial Services after the request is approved.

- It is the student's responsibility to meet all graduation and general education requirements.
- By signing and submitting this form, the student agrees that they understand the academic, financial, and student life consequences of dropping a class and accepts any applicable drop fees.

Signatory	Required Signatures	Date Signed/Processed
Student:		
Advisor:		
Registrar Office:		