

THE GRADUATE SCHOOL

Request for Late Add/Withdraw/Delete/Change

BINGHAMTON UNIVERSITY
THE GRADUATE SCHOOL

PO Box 6000 Binghamton, New York, 13902-6000
607-777-2077, Fax: 607-777-2501
gradschool.binghamton.edu

Instructions

- Provide a clear justification
- Obtain approval and signatures from course instructor and graduate director
- Submit to the Graduate School (Couper Administration Building room 108 or gad@binghamton.edu)

Request Details

Action requested: Add Withdraw Delete Change Grading

Are you receiving a stipend/tuition scholarship? Yes No

Name: _____ B Number: _____
 Last First Middle Initial

Email: _____

Course name and number: _____ Semester: _____

CRN: _____ Number of credits: _____

Justification (please specify)

NOTE: THIS IS A REQUEST FOR CONSIDERATION ONLY

- If processing a late add, I ACCEPT FINANCIAL LIABILITY for tuition and fees related to course enrollment change requested on this form.
- If processing a late drop, I understand that I will not receive a reduction in charges in accordance with the SUNY Board of Trustees policy.
- I understand that academic deadlines add and drop deadlines are not related to the deadlines for determining tuition liability.
- I agree to make payment by the deadline on my next electronic billing statement and acknowledge that late or partial payments are subject to additional fees.
- I understand that outstanding balances will result in an Accounts Receivable hold that will prohibit access to registration and transcripts.
- I understand that I will be liable to pay the Late Add/Change/Withdraw Fee of \$20 for each late registration change requested.

Student signature: _____ Date: _____

Approvals

Note: 500-589 level courses cannot be graded S/U

Instructor name: _____ Signature: _____ Date: _____

Action: Add Withdraw Delete

Change grade to: Letter Grade S/U Grade

Program director name: _____ Signature: _____ Date: _____

Action: Add Withdraw Delete

Change grade to: Letter Grade S/U Grade

Graduate School representative: _____ Signature: _____ Date: _____

Action: Add Withdraw Delete

Change grade to: Letter Grade S/U Grade

Comments: _____

Student Accounts receipt number: _____ Registrar's processing date: _____