
HUMAN DEVELOPMENT LATE ADD/DROP/WITHDRAW REQUEST FORM

INSTRUCTIONS: 1. Include a clear justification. 2. Obtain approval and signatures from course instructor and department academic adviser.
3. If approved, form will be submitted to Student Accounts and you will be billed \$20.00 processing fee.

Please Print

Last Name _____ First Name _____ B# _____

Street Address _____ City/State _____ Zip _____

Email Address _____ Phone _____

Course name and number _____ Semester and year _____

Action Requested: Add Drop/Delete Withdraw (Circle)

Course name and number _____ Semester and year _____

State the circumstances for this late request:

Student Signature _____ Date _____

I agree to the following:

I accept financial liability for tuition and fees related to course enrollment. If I make changes to my registration, I will be assessed according to the SUNY Board of Trustees policies. (Note: The academic drop deadline is not related to the deadlines for determining tuition liability).

I agree to make payment by the deadline on my next billing statement and acknowledge that late and/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.

Please print

Instructor Name: _____ Signature: _____ Date: _____

HDEV Academic Adviser Signature: _____

Action: Add Withdraw Drop/Delete Drop/Award "W" "WP" "WF" (Circle)

Distribution: Student Accounts Registrar HDEV Office Student