



NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar
300 Jay Street, Brooklyn, NY 11201
Telephone (718) 260-5800

Late Course Withdrawal Appeal Form

Your appeal to withdraw from one or all of your classes after the deadline date established for the term will be considered only for legitimate reasons. **In order for a late course withdrawal to be considered, you must complete this appeal form and submit supporting documentation. This form cannot be submitted after the deadline date as noted on the [academic calendar](#).**

Please note: Withdrawing from one or all courses can have serious consequences-especially for a student who receives financial aid. Please be advised that W grades incur 100% tuition liability and may affect financial aid for semesters other than the one in which you are appealing. Until your appeal has been approved or denied, you are still enrolled in your classes. **All applications are subject to approval.** You will be notified within 5 business days via your City Tech email address of the committee's decision. If your appeal is denied you will remain enrolled in your current courses and are subject to receive a final grade as determined by your instructor.

Student Information *(Please Print):*

EMPLID Number: _____ Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

City Tech Email: _____

Semester: Fall Winter Spring Summer Session: _____ Year: _____

COURSES TO BE WITHDRAWN

Course Code (i.e. MAT 1275)	Class Number (i.e. 30625)

Student's signature: _____

OFFICE USE ONLY

Approved: Denied: Date: _____

Reason: _____

Registrar's signature: _____