BUFFALO STATE UNIVERSITY / REGISTRAR'S OFFICE / MOOT HALL 210

Request to Withdraw from a Course Due to a Hold

Use this form when a hold prevents you from withdrawing through Banner self-service.
Otherwise, enter your withdrawal directly in Banner. You are strongly encouraged to resolve all holds.
Submit the completed, signed form to the Registrar's Office in Moot Hall 210 by the semester deadline.

1. Student information

Name (last, first, middle initial)

Banner ID (B followed by eight digits)

Student level

Select one

Major

Local address (street, city, state, ZIP code)

Daytime telephone

Evening telephone

2. Course withdrawal request

Term

Select one

Year

CRN

Catalog number

Course title

3. Account hold

Which department placed the hold on your account?

Have you attempted to resolve the hold?

Select one

If yes, when?

4. Student acknowledgment

I request to withdraw from the course listed above. I have read and understand this form.
Incomplete requests cannot be processed. A record of this withdrawal request will be placed in your permanent file. You must resolve all holds before registration.

Student signature

Date

Withdrawal deadlines

Semester deadlines and details are available on the Registrar's Office website.
http://registrar.buffalostate.edu/withdrawal-course

Requests take effect when the Registrar's Office receives the completed form. Requests received after the semester deadline must be denied. Submit late withdrawal appeals directly to the Academic Standards Office.

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