



**REQUEST TO WITHDRAW FROM A COURSE DUE TO A HOLD**  
BUFFALO STATE, REGISTRAR'S OFFICE, MOOT HALL 210

All withdrawal from course requests should be entered directly by the student into Banner using self-service unless you have a hold on your account which prevents this action. You are strongly encouraged to resolve all holds.

**Please submit this completed and signed form to the Registrar's Office in Moot Hall 210 by the established deadline listed below.**

**STUDENT INFORMATION- COMPLETE AS DIRECTED:**

PRINT NAME: \_\_\_\_\_  
Last First M.I

BANNER ID: B \_\_\_\_\_

Student Level (check one) \_\_\_\_\_ Undergraduate w/major \_\_\_\_\_ Undergraduate non-degree \_\_\_\_\_ Graduate w/major \_\_\_\_\_ Graduate non-degree

Local address: \_\_\_\_\_  
street city state zip code

Major \_\_\_\_\_ Telephone: day \_\_\_\_\_ eve \_\_\_\_\_

**I request to withdrawal from the following course, for (check one and denote year):**

\_\_\_\_\_ January Term \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall

CRN # \_\_\_\_\_ CATALOG # \_\_\_\_\_ COURSE TITLE \_\_\_\_\_

What department has placed a hold on your account? \_\_\_\_\_

Have you attempted to resolve your hold? YES NO If yes, when? \_\_\_\_\_

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STUDENT: Complete all information above and sign before submitting. **YOUR REQUEST WILL NOT BE PROCESSED IF INFORMATION IS MISSING.** Your request will be processed and a record of this withdrawal from course request will be placed in your permanent file. Please be reminded that you are required to resolve all holds prior to registration.

**I have read and understand this form.**

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**WITHDRAWAL FROM COURSE DEADLINES BY SEMESTER:**

Detailed information and deadline are available online at <http://registrar.buffalostate.edu/withdrawal-course>.

**PLEASE NOTE:** All requests will be entered effective the day/time the Registrar's Office receives this completed form. Requests received after the established semester deadline must be denied. Appeals for late withdrawal must be submitted directly to the Academic Standards Office.