



# NEW YORK CITY COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

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## FALL 2018

### DROPPING AND WITHDRAWING FROM CLASSES

#### Dropping of Classes

The term "Dropping" of classes refer to classes that you drop from the day you register for classes up to the 21<sup>st</sup> day of a semester.

If you drop your classes before the first day of the semester, those classes will not appear on your academic record and will not be counted toward your financial aid eligibility.

#### Dropping Classes before the 7<sup>th</sup> Day of the Semester

If you drop your classes on or before the financial aid certification date, which is the 7<sup>th</sup> day of the semester, they will not be counted toward your enrollment status (full-time, part-time, three-quarter-time, etc.) for financial aid eligibility. For example, the financial aid certification date for fall 2018 is September 3, 2018. If you had four classes that represent 12 credits/units (full-time), and you drop one class on September 3, 2018, your enrollment would be reduced to three-quarter time (9 credits). Your Federal Pell award would be reduced from full-time award to three-quarter time award, and you would be ineligible for New York State (NYS) Tuition Assistance Program (TAP).

#### Dropping Classes after the 7<sup>th</sup> Day of the Semester (WD Grade)

If you drop your classes (WD Grades) after the financial aid certification date (between the 8<sup>th</sup> and 21<sup>st</sup> day of classes), your classes would still be counted toward your enrollment status for your financial aid eligibility. For example, if you had four classes, the equivalent of 12 credits/units for fall 2018, and you drop one class between September 4<sup>th</sup> and September 16<sup>th</sup>, you would still remain full-time for financial aid (Federal Pell, SEOG, Federal Direct, and NYS TAP). However, your TAP award would be prorated (reduced) for the fall semester, and you would use the equivalent of 6 TAP points for the semester.

If you drop **all** your classes (WD Grade) for a semester after the financial aid certification date (7<sup>th</sup> day of classes), your Federal Pell Grant or other Federal Aid will be prorated based on the number of days you attended classes during the semester. Your eligibility for TAP and other NYS awards may be adversely affected for the next semester. To be eligible for Federal financial aid, your Federal financial aid should be finalized before you drop all your classes.

**Note:** The dropping of classes after the 7<sup>th</sup> day of the semester will not affect your enrollment status for financial aid eligibility but it will affect your enrollment status for academic purposes. **You must attend your classes to be eligible for financial aid.**

#### Withdrawal (W Grade)

Withdrawal (W Grade) is assigned to classes that you withdraw from after the 21<sup>st</sup> day of a semester. The W Grade will not affect your enrollment status or eligibility for financial aid for the semester but will be retained on your academic record and will be included in the calculation of your academic progress. The "W" Grade may adversely affect your Federal financial aid (Pell, SEOG, Direct Loans) and your

eligibility for TAP and other NYS awards for subsequent semesters. Please note that if you withdraw from all your classes (W Grade), your financial aid will be prorated based on the number of days that you attended classes.

**Winter Session 2019**

If you drop or withdraw (W, WN, WD, WU Grade) from any classes during the winter session, those classes will not be included in the determination of your enrollment status (full-time, part-time, half-time, less than half-time) for Federal financial aid (Pell, SEOG, Direct Loans) payment purposes. You must complete all classes taken during the winter session for those classes to be included in the determination of your enrollment status for federal financial aid payments.