



NEW YORK CITY COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

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SPRING 2019

DROPPING AND WITHDRAWING FROM CLASSES

Dropping of Classes

The term “Dropping” of classes refers to classes that you drop from the day you register for classes up to the 21st day of a semester.

If you drop your classes before the first day of the semester, those classes will not be included on your academic record and will not be used in determining your financial aid eligibility.

Dropping Classes before the 7th Day of the Semester

If you drop your classes on or before the financial aid certification date, which is the 7th day of the semester, they will not be included in the determination of your enrollment status (full-time, part-time, three-quarter-time, etc.) for financial aid eligibility. For example, the financial aid certification date for spring 2019 is February 1, 2019. If you had four classes that represent 12 credits or units (full-time), and you drop one class on January 31, 2019, your enrollment status 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 7th Day of the Semester (WD Grade)

If you drop your classes (WD Grades) after the financial aid certification date (between the 8th and 21st day of classes, February 1st to February 14 for spring 2019), your classes would still be included in the determination of your enrollment status for your financial aid eligibility. For example, if you had four classes, the equivalent of 12 credits/units for spring 2019, and you drop one class between February 1st and February 14th, 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 spring semester.

If you drop **all** your classes (WD Grade) for a semester after the financial aid certification date (7th 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 7th 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 21st day of a semester (February 14, 2019). 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. The W Grade 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 had begun attendance in your classes, and you then withdraw from all your classes (W Grade), your financial aid will be prorated based on the number of days you attended classes.

Winter Session 2019

Winter sessions are considered part of spring 2019 Semester. 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 for spring 2019. 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 for spring 2019.