



# NEW YORK CITY COLLEGE OF TECHNOLOGY

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

## Petition to Withdraw from a Developmental or ESOL Course

**Instructions:** According to college policy, to withdraw from a development or CESL course, a student must abide by all normal policies and deadlines for withdrawal and must do the following:

- 1) Obtain a letter from the departmental advisor or a counselor documenting extraordinary circumstances requiring the withdrawal then;
- 2) Bring this form along with the letter to the appropriate department for signature;  
**Developmental Reading/Writing – English department – Namm 512**  
**Developmental Mathematics – Mathematics department – Namm 710**  
**ESOL – College English as a Second Language department – Namm 523**
- 3) Take form with all required signatures to the Registrar’s Office, Namm G-15 in order to process your withdrawal along with an ADD/DROP form available to you at our service window.

This petition cannot be honored after the last day that classes may be withdrawn without penalty. Students who fail to observe these policies will not be permitted to withdraw from developmental courses. No exceptions will be made under any circumstances.

Semester: Fall  Spring  Summer  Year: \_\_\_\_\_ Acad. Plan: \_\_\_\_\_

Name: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #:( ) \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_

Course Code be dropped (i.e. MAT 1275)	Setion Number (i.e. 306325)

Credits attempted this semester: \_\_\_\_\_ Credits Completed: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Are you taking other courses to which this course is a co/pre-requisite? Yes  No

*if the answer to the above question is YES, you must, without exception, withdraw from these courses also! This form must be accompanied by a signed ADD/DROP form indicating all courses from which you seek to withdraw.*

**PLEASE READ AND SIGN THE BACK OF THIS FORM**



Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Signature of Departmental Advisor or Counselor:

PRINT NAME: \_\_\_\_\_ Department: \_\_\_\_\_

Signature of Developmental Chair/Coordinator:

PRINT NAME: \_\_\_\_\_ Department: \_\_\_\_\_

Signature of Developmental/ESL Instructor:

PRINT NAME: \_\_\_\_\_ Department: \_\_\_\_\_

**Note:** A letter must accompany this form from the departmental advisor/counselor outlining the exceptional circumstances that compel dropping of the course. A simple statement that the student is not doing the work or has fallen behind will not be accepted. Without such a statement, preferably with documentation, this petition will not be granted! This form in no way circumvents published deadlines for withdrawal with a grade of “W”.