

# Withdrawing from Courses with a “WP” or “WF”

**NOTE: Form must be completed & turned in by 4:30pm ten business days prior to the last day of classes each semester.**

Name: \_\_\_\_\_ SID: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Course Name: \_\_\_\_\_  
(i.e. HIST101: Shaping of the Contemporary World) Course CRN: \_\_\_\_\_

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

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**This section must be filled out by and signed by the professor**

Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please circle one grade:      *Withdrawal while passing (WP)*    or    *Withdrawal while failing (WF)*

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**Return completed form to: Registrar's Office, Siena Hall 102**

## **MEMORANDUM: Students Changing from Full-Time to Part-Time Status**

When a student changes from full-time to part-time status (less than 12 credit hours per semester) there are several possible implications involving, for example, College policies, various insurance policies, Federal and State regulations, as well as financial aid, loans and scholarships. A student should be aware of all possible implications of changing to part-time status and should check with appropriate Siena College Offices involved before finalizing a decision. Possible implications include:

1. Siena Financial Aid awards may be discontinued.
2. Some grants and scholarships may be discontinued.
3. Loans may be discontinued; moreover, a student may have to start repaying certain loans.
4. The student's State and Federal tax status as a dependent might change (depending on age and if the student is living with a parent or guardian.)
5. The student may no longer be able to hold a part-time student worker's job at Siena.
6. The student may no longer be covered by the parent's health and/or automobile insurance policies (depending on the student's age, where he/she lives, and the particular policy carried by the parent). We strongly suggest you inform your parents before making any decisions of this nature.
7. The student is not eligible for participation in NCAA activities.
8. The student may lose eligibility to receive an Army ROTC Scholarship for that semester. Additionally, a student must be a full-time student to be enrolled in Army ROTC.
9. Normally, to graduate in 8 semesters, students need to take 15 credits per semester. Reducing the credits in any given semester may result in postponing graduation. The credits will need to be made up.

The student should be aware of the following statement in the College Catalog (in “Degree Requirements”): “Full-time students are required to spend the senior year as full-time, matriculated students. Only in exceptional cases will a waiver of this policy be granted. Application for a waiver should be made in the [student's] School Office [in writing].”

Signing here acknowledges that you are aware of the possible ramifications of dropping to part-time status.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*We strongly encourage students to consult with their faculty advisor and/or the Office of Student Academic Success & Engagement (Siena Hall 215) before withdrawing from any classes.*