

Withdrawing From Current Course Work or Field

During the course of their time in the program, students may find it necessary to withdraw from course work or their field placements. Please see below for information and proper procedure:

1. Always consult with an Advisor. If you decide to withdraw from a class or classes, it's important to first consult with an Academic Advisor who can guide you in identifying your current options and future planning.
2. Drop your classes: Make sure to drop your classes via your CUNYfirst account (the same place you previously registered). **Remember that some courses are concurrent, so withdrawal may affect other courses for which you are currently registered.*
3. Communicate immediately: If you decide to withdraw from course work, you should immediately contact your professor(s) to let them know that you will no longer attend. If you withdraw from field, please contact your field advisor for best steps around notifying your placement and completing termination.
4. Confirm your revised academic plan: Part of a decision to withdraw is confirming a revised registration grid moving forward. *Remember that not all courses are offered in each semester. If you withdraw from a class, you may need to wait the entire year cycle until it is offered again at a time appropriate for you to retake.* Again, please consult with an academic advisor or Student Services to assure a clear path forward.
5. Map out your finances: As per CUNY policy, **there will be irrevocable financial charges and/or curricular ramifications when withdrawing from classes and/or field after the start of a semester.** Please consult an academic advisor to understand how a withdrawal will affect your current and future enrollment, as well as your bursar bill.

*****PLEASE NOTE:** withdrawal from current course work should never be completed until first consulting with an Academic Advisor or Student Services.