

# IMPORTANT INSTRUCTIONS

## PLEASE READ BEFORE COMPLETING FORM

### ABOUT WITHDRAWAL (Semester or University)

#### ALL UNDERGRADUATE AND GRADUATE STUDENTS

- Mere absence from class does not constitute notice of semester or university withdrawal.
- Semester withdrawal is only applicable for current fall or spring semester only; a past or future fall or spring semester withdrawal requires prior approval from Dean of Students.
- Semester withdrawal may occur from the first day up until last day of classes for current fall or spring semester.
- Any student wishing to drop all summer or winter classes is not required to complete the Semester Withdrawal Form; a student simply drops all classes via BU BRAIN at <http://bubrain.binghamton.edu>.
- The action of semester withdrawal is noted on a student's record as an Official Withdrawal and, in place of a regular grade, all courses will have a "W" on a student's transcript. NOTE: If a semester withdrawal is submitted and processed prior to the semester add/drop deadline, all courses will be deleted and not marked with a "W" on a student's transcript; no grades are recorded for students who formally withdraw before the add/drop deadline.
- **If receiving financial aid, including student and/or parent loans:** Student is strongly encouraged to speak to a financial aid counselor to determine impact of semester withdrawal on current and/or future financial aid eligibility. Specifically, federal regulations state that once a student has attended more than 60% of the term (fall, spring or summer), the student is considered to have earned 100% of their aid and no adjustment to aid is needed. If the student has not attended more than 60% of the term, any unearned aid must be returned to the federal aid programs. For example, semester withdrawal prior to Nov. 3, 2010 for fall 2010 semester or March 29, 2011 for spring 2011 semester, federal financial aid you may have already been received (including student and parent loans). Aid would be prorated and could affect the student's final account balance.
- **Tuition & Fees Pro-ration:** Refunds are given based on the following schedule in accordance to the New York State Board of Trustees policy: Week 1- 100 % tuition and fees; Week 2 - 70% tuition only; Week 3 - 50% tuition only; Week 4 - 30% tuition only; Week 5 & After - No Refund. Students will be billed for any portion of unpaid tuition, fees and miscellaneous charges owed to the University. After the first week of classes, all fees are non-refundable. Students will be billed if fees are not paid.
- **Campus Housing Pro-ration:** Charges for room occupancy are based on the daily room rate multiplied by the number of days the student occupied the room. Vacancy is determined by the date the student removes his/her belongings from the room, completes a room inventory and returns the room keys to a member of the Residential Life Staff. Move out of room is required within 24 hours of withdrawal.
- **Meal Plan Pro-ration:** The amount of a Resident dining plan refund is a percentage of the total meal plan paid for that semester, determined according to a prorated weekly schedule. No refund can be made, under any circumstances or at any time, of any part of a discretionary fund balance transferred forward from the fall to the spring semester.

### HOW TO SUCCESSFULLY COMPLETE & SUBMIT SEMESTER WITHDRAWAL FORM

The Semester Withdrawal Form is required for a student who wishes to drop ALL fall or spring semester courses and who wants his/her academic record to indicate good standing. This form is also used for a student withdrawing from the University.

#### Question 1:

Be sure to complete the basic contact information and questions.

#### Question 2:

Be sure to review special undergraduate or graduate circumstances below that may apply to your current enrollment status at Binghamton University before completing Question 2 on the Semester Withdrawal Form. Special circumstances require a student consult with a specific University office and obtaining required signature(s).

#### UNDERGRADUATE STUDENTS ONLY – SPECIAL CIRCUMSTANCES

- **If an undergraduate international student (F-1/J-1 Visa):** An international student must complete the Semester Withdrawal Form and go to the International Student and Scholars Services (ISSS) Office, located in the Nelson A. Rockefeller Center, for a withdrawal consultation and required signature before submitting the withdrawal form to the Financial Aid Services & Student Records Office in Student Wing, Room 109.
- **If an undergraduate student who is in the Educational Opportunity Program (EOP):** An EOP student must complete the Semester Withdrawal Form AND visit the EOP Office, located in Student Wing, Room 233, for a withdrawal consultation and required signature before submitting the withdrawal form to the Financial Aid Services & Student Records Office in Student Wing, Room 109.

#### • If an undergraduate student withdraws for the semester to enter active military duty:

Student must complete Semester Withdrawal Form AND provide written copies of deployment orders. U.S. citizens and U.S. veterans must notify the TRIO Office for Veterans Services at 607-777-2024. International students called to military service in their homeland, before commencing with withdrawing, need to contact the International Student and Scholars Services (ISSS) Office at 607-777-2510 for information on appropriate departure procedures required under U.S. Immigration law.

#### • If an undergraduate non-matriculated (also referred to as non-degree or continuing education) student:

Student must complete the Semester Withdrawal Form and go to the Continuing Education & Outreach (CEO) Office, located in the Public Service Programs Center building, for a withdrawal consultation and required signature before submitting the withdrawal form to the Financial Aid Services & Student Records Office in Student Wing, Room 109.

#### GRADUATE STUDENTS ONLY – SPECIAL CIRCUMSTANCES

• **If you are a funded graduate student:** Student must complete the Semester Withdrawal Form and go to The Graduate School, located in the Couper Administration Building, Room 134, for a withdrawal consultation and required signature before submitting the withdrawal form to the Financial Aid Services & Student Records Office in Student Wing, Room 109.

• **If you are a graduate student who is called to active U.S. military duty:** Student must complete Semester Withdrawal Form AND Student must provide written documentation of deployment orders to the TRIO Office for Veterans Services at 607-777-2024. Then, the student will be able to apply for a leave of absence from The Graduate School at 607-777-2151. Students on leave are excused from the registration requirement during the period of the leave. Leaves are normally granted for a period not exceeding 12 months. If possible, requests for leaves of absence should be submitted one month prior to the semester for which the leave is requested. For further details, contact the Graduate School Office at 607-777-2151.

• **If an international graduate student (F-1/J-1 Visa):** An international graduate student must complete the Semester Withdrawal Form and go to the International Student and Scholars Services (ISSS) Office, located in the Nelson A. Rockefeller Center, for a withdrawal consultation and required signature before submitting the withdrawal form to The Graduate School.

#### Question 3:

All students are required to indicate on the form the reason for withdrawing for the semester. There are four reasons for withdrawal: Academic, Financial, Medical or Other.

- o If "Other" is indicated, you are required to contact the Dean of Students' staff, located in University Union West, Room 205 or via phone at 607-777-2804, to initiate the withdrawal process.
- o If "Medical" is indicated, you are required to contact the Dean of Students' staff, located in University Union West, Room 205 or via phone at 607-777-2804, to initiate the withdrawal process.
- o If "Academic" or "Financial" is indicated you continue to Question 4.

#### IMPORTANT INFORMATION ABOUT MEDICAL WITHDRAWAL

If you intend to withdraw for the semester due to physical or psychological problems: a brief, in-person conversation is required with the Dean of Students Office in order to best direct your withdrawal request. If you are unable to accomplish this in person, a telephone call to this office will suffice to begin the process.

Most medical insurance companies require that students be matriculated in an undergraduate program in order to continue coverage held by their parents. The Dean of Students provides this documentation to students in good standing who have submitted to University Health and Counseling an assessment of their medical condition.

Students with health issues may require additional accommodations from the University. The appropriate forms are available online for both University Health and Counseling and the Dean of Students Office. This documentation will only be reviewed by health professionals at Binghamton University. DOS staff will determine your need for academic accommodations, and the return process when you are ready to resume studies at Binghamton University. If the medical withdrawal (that is an Administrative Withdrawal with accommodations) is approved, you will receive a letter from the Dean of Students confirming that you have been withdrawn. You do not need to return the withdrawal form to the Financial Aid & Student Records Office. The Dean of Students will communicate with all University offices regarding administrative medical withdrawals. This notification is done by administrative code in order to protect your privacy and assist you in a timely leave.

#### Question 4:

Be sure to sign and date form.

#### WHERE TO SUBMIT COMPLETED FORM

Submit the completed form in a timely manner to the Financial Aid Services & Student Records Office in Student Wing, Room 109.

# WITHDRAWAL FORM

Please be sure you have read the important instructions before completing and submitting this form. This form is required for a student who wishes to drop ALL fall or spring semester courses and who wants his/her academic record to indicate good standing. Please be sure to obtain the required signature(s) and to submit to the appropriate office. Further, please be sure to also follow the required steps after successfully submitting this form to assure your student account remains in good standing.

## 1. Please complete the required information

B NUMBER \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle

EMAIL ADDRESS \_\_\_\_\_

Current Semester is (check and complete one only)  FALL  Spring that I'm requesting to withdraw from ALL courses.

If you pre-registered for classes for next semester, would you like us to cancel them?  Yes  No

Last day of attendance is/was: \_\_\_\_\_  
Month Day Year

My anticipated date of return is: \_\_\_\_\_  
Month Day Year

## 2. Please indicate IF ANY of these special circumstances apply to you.

If YES, please obtain the required signature indicated below, skip Question 3 and sign and submit form. If NO, continue to Question 3.

### Undergraduate Student:

- |                              |                             |  |  |
|------------------------------|-----------------------------|--|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Educational Opportunity Program (EOP) Student      | If yes, then EOP Office consultation & signature required:<br>_____  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | International (F-1/J-1 Visa) Student               | If yes, then ISSS Office consultation & signature required:<br>_____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Received U.S. Active Military Duty Orders          | If yes, then TRIO Office consultation & signature required:<br>_____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Non-matriculated (Non-degree/Continuing Education) | If yes, then CEO Office consultation & signature required:<br>_____  |

### Graduate Student:

- |                              |                             |   |  |
|------------------------------|-----------------------------|---|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | International (F-1/J-1 Visa) Student      | If yes, then ISSS Office consultation & signature required:<br>_____     |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Funded Graduate Student                   | If yes, then Graduate School consultation & signature required:<br>_____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Received U.S. Active Military Duty Orders | If yes, then TRIO Office consultation & signature required:<br>_____     |

## 3. Please indicate the reason why you are withdrawing from Binghamton University:

- |                                   |   |                        |
|-----------------------------------|---|------------------------|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Financial  | No signature required. |
| <input type="checkbox"/> Medical  | You are required to consult & obtain the signature from the Dean of Students Office _____ |                        |
| <input type="checkbox"/> Other    | You are required to consult & obtain the signature from the Dean of Students Office _____ |                        |

## 4. Please sign form and submit to Financial Aid Services & Student Records Office, Student Wing, Room 109.

REMINDER: I understand that I must clear all outstanding financial obligations (such as Library Fines, Parking Services, Dining Services, etc.) And, until the Office is notified of such student account clearances, I cannot receive transcripts upon request. Students are eligible for re-enrollment only when all financial obligations are cleared.

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

### For Office Use Only

Financial Aid Services & Student Records Office \_\_\_\_\_ Date \_\_\_\_\_

[ DISA  Permanent and totally disabled ] [ MILT  Serving in Armed Forces ] [ MISS  Serving on church mission ] [ FSRV  Fed Gov. Foreign Aid Service (Peace Corps, etc.) ]

[  Academic ] [  Financial ]

Additional Comments: \_\_\_\_\_

# IMPORTANT INSTRUCTIONS & NEXT STEPS

## PLEASE READ AFTER SUCCESSFULLY SUBMITTING WITHDRAWAL FORM

### IMMEDIATE STEPS (IF APPLICABLE)

#### UNDERGRADUATE STUDENT

- ❑ If residing on campus: Contact Residential Life. Move out is required within 24 hours of withdrawal. To make arrangements and return keys, call 607-777-2321.

- ❑ Contact Academic Advising to determine any issues affecting continuance (credits, etc.).

College of Community and Public Affairs, 607-777-2841  
Decker School of Nursing, 607-777-4954  
Harpur College of Arts and Sciences, 607-777-6305  
School of Education, 607-777-2727  
School of Management, 607-777-2316  
Thomas J. Watson School of Engineering and Applied Science, 607-777-6203  
Continuing Education & Outreach, 607-777-2792

- ❑ Mail – If residing on campus, fill out mail forwarding card in mailroom (University Union East, Ground Floor).

- ❑ EOP student only: Inform advisor.

#### GRADUATE STUDENT

- ❑ Grad Student who petitions for Leave of Absence may also need to meet return conditions. This will be reviewed with student upon application for leave. Form available at <http://www2.binghamton.edu/grad-school/new-and-current-students/forms-and-publications/LEAVE%20OF%20ABSENCE%20Form%20-%20PDF.pdf>

- ❑ Grad Student should speak to Graduate academic department/Graduate Advisor to clarify status in program and any financial award issues that may need adjustment.

#### ALL STUDENTS

- ❑ Student Account -- Check your email for billing notification or log in to your QuikPAY account via the BU BRAIN to pay any outstanding balance owed to the University.
- ❑ Bmail Account -- Be sure to check regularly for relevant official University communications
- ❑ International Student only -- Secure and file appropriate departure forms with ISSS Office, 607-777-2510

### GENERAL READMISSION POLICIES

▶ When an undergraduate student is ready to return and the absence from Binghamton University for more than two consecutive major semesters – fall and spring or spring and fall – the student is required to apply for re-enrollment. The required Re-enrollment Form can be found at <http://apply.binghamton.edu> and submitted to Undergraduate Admissions, in person at Academic Building A, via email at [admit@binghamton.edu](mailto:admit@binghamton.edu) or fax: 607-777-4445. A re-enrollment form must be submitted no later than two weeks before the start of classes for the term in which return is planned.

▶ If the absence of an undergraduate student is less than two consecutive major semesters, the student may simply register for classes via BUBRAIN at <http://bubrain.binghamton.edu>. NOTE: A student should assure there are no holds or outstanding balances on student account that may prevent online course registration.

▶ Graduate students must maintain continuous registration. Graduate students wishing to remain active in their departments must register for at least one credit each semester. Students who do not maintain one credit of continuous registration and who wish to continue with their degree must re-apply for a future semester. Funded graduate students must contact The Graduate School.

▶ Continuing education (non-degree/non-matriculated) students may also interrupt their studies for as long as two major (fall or spring) semesters without having to file for formal re-enrollment. After two semesters have elapsed without enrollment, a re-enrollment form must be completed no later than two weeks prior to the start of classes for the desired semester.

▶ A student enrolled in the Educational Opportunity Program (EOP) at the time studies were interrupted must receive clearance from the director of EOP in order to resume studies.

▶ Students dismissed for academic or other reasons should contact their college or school's academic advising office, or the Undergraduate Admissions Office, for any conditions to be satisfied before readmission is approved.

▶ Decker School of Nursing students only: Student must file for readmission and have an interview at the school before re-enrolling. Contact school for complete details.

▶ Withdrawals for Medical Reasons: Students withdrawing for doctor recommended medical reasons must have their physician/therapist submit documentation to the University Health Service or University Counseling Center for review. If possible, student should meet with one of these offices in person. The Dean of Students reviews recommendations from these offices and communicates with all campus offices regarding the withdrawal; student does not need to get signatures from professors, financial aid or others. This process helps students receive accommodations as part of their withdrawal. Students who withdraw for medical reasons will need to be cleared by either Health Service or University Counseling Center prior to returning to school. This is done by having their doctor/therapist submit documentation regarding their preparedness to return to either of those offices for review. The Dean of Students reviews their recommendations and facilitates appropriate action and notification. Health Service: <http://www2.binghamton.edu/health/>, phone 607-777-2221; fax: 607-777-2881; Counseling Center: <http://www2.binghamton.edu/counseling/>, phone: 607.777.2772; fax: 607-777-2708.

#### CAMPUS HOUSING

▶ Students who withdraw from Binghamton University are not guaranteed on-campus housing upon reenrollment. If you are interested in obtaining on-campus housing for the semester of your return, you must contact the Office of Residential Life at 607-777-2321. Priority is given to students who have left the University due to medical/administrative withdrawal. For more information, contact Residential Life.

#### FINANCIAL AID

All students wishing to take advantage of state and federal funding options, such as grants and student loans, must file the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov> after January 1st each year. The recommended FAFSA filing date is April 1 for students planning to re-enroll for the fall semester. Students planning to re-enroll in the spring semester should file by November 1. Students can still apply after these dates but funding for need-based financial aid is limited, and is offered on a first-come, first-served basis.

To receive federal and/or state aid funding, students must meet general eligibility criteria established by both agencies and coordinated through Financial Aid Services. In addition, students must be making Satisfactory Academic Progress (SAP). To review SAP requirements for both federal and New York state funding, go to <http://bingfa.binghamton.edu>.

For additional information about funding your Binghamton University education, go to the Financial Aid Services main webpage at <http://www.bingfa.binghamton.edu>.

**STUDENTS MAY CONTACT DEAN OF STUDENTS OFFICE AT ANY TIME IF THERE ARE QUESTIONS RELATED TO WITHDRAWAL: 607-777-2804 OR [deanofstudents@binghamton.edu](mailto:deanofstudents@binghamton.edu)**