

# WITHDRAWAL FORM

This form is required for students who wish to withdraw from **ALL** courses during the semester. A semester is defined as the first to last day of classes for a given term. **Mere absence from class does not constitute notice of withdrawal.** Undergraduate students who are ready to return to the University may simply register for classes if they have not missed more than two major semesters (Fall and Spring terms are considered major semesters). Those who are absent from Binghamton for more than two semesters, and all graduate students, are required to apply for re-enrollment. **Official withdrawal from courses, from the residence halls and from financial obligations require that appropriate processes are completed. Please follow the numbered steps.**

## 1. Complete the information below and sign the form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

**Forwarding Address:**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

School Enrolled \_\_\_\_\_ B Number \_\_\_\_\_  
(Harpur, Management, Decker, CCPA, Watson, or The Graduate School)

Withdrawal for (check term, fill in year)  Fall  Winter  Spring  Summer

Withdrawal for TERM ONLY  Yes  No Remove courses for FUTURE TERM  Yes  No

Last day of attendance or date the withdrawal process was initiated (must be in ink) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

We hope you will return to the University. Anticipated date of return (must be in ink) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

I understand that I must clear all outstanding financial obligations (such as Library Fines, Parking Services, Dining Services, etc.) and that, until the Registrar's Office has been notified of such clearances, I cannot receive transcripts upon request. Students are eligible for re-enrollment only when all financial obligations are cleared.

## 2. Arrange to meet with the Dean of Students on the 2nd floor UU West, Room 205. Phone 777-2804.

At this meeting you will be advised of other required or recommended actions.

**FOR OFFICE USE ONLY**

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

**REASON FOR WITHDRAWAL - to be completed by the Dean of Students Office**

- |   |  |  |
|---|--|--|
| A _____ Employment conflicts                    | H _____ Dissatisfied with academic support | DISA _____ Permanent and totally disabled                  |
| B _____ Ineligible for financial aid            | I _____ Family problems                    | MILT _____ Serving in Armed Forces                         |
| C _____ Family financial problems               | J _____ Issues with roommates              | MISS _____ Serving on church mission                       |
| D _____ Financial aid is inadequate to pay bill | K _____ Medical reasons - personal         | FSRV _____ Fed Gov Foreign Aid Service (Peace Corps, etc.) |
| E _____ Dissatisfied with the academic program  | L _____ Medical reasons - family           |  |
| F _____ Dissatisfied with the course selection  | M _____ Transportation problems            | Additional comments: _____                                 |
| G _____ Difficult program/courses               | N _____ Wants to be closer to home         | _____  |

Signatures are required if checked by the Dean of Students	
_____ Academic Advisor _____	Date _____
_____ Financial Aid Services (if applicable) _____	Date _____
_____ ISSS (for J1 & F1 Visas) _____	Date _____
_____ Graduate School (all funded graduates) _____	Date _____
_____ EOP Counselor _____	Date _____
_____ TRIO/Veterans Services _____	Date _____

## 3. Once the recommended or required signatures are obtained, you should submit the form to the office of the University Registrar, Student Wing, Room 119.

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## Official Academic Policies

- 1.) Students who decide to withdraw from or drop ALL courses for which they are currently registered during the semester (**anytime between the published first day of classes and the last day of classes**) must follow a formal withdrawal procedure.
- 2.) Mere absence from class does not constitute withdrawal. Unless students officially withdraw from the University they will be appropriately graded by their instructors; typical grade will be an "F".
- 3.) Students may be involuntarily withdrawn from the University based on the recommendation of the medical director of the University Health Service, or the clinical director of the University Counseling Center or their designee, without academic penalty.
- 4.) Before returning to the University, students should check the re-enrollment policies of the school they wish to re-enter.
- 5.) Courses will be deleted from the withdrawal-semester record of all undergraduate and graduate students who withdraw **prior** to the published course drop/delete deadline.
- 6.) Courses will continue to appear on the withdrawal-semester record, with grades of "W" (Withdrawn), for all students who withdraw **after** the published course drop/delete deadline.
- 7.) In **ALL** cases of withdrawal, the official transcript will bear the following statement: "Withdrew from University (Date)."
- 8.) 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.

## Refund Policies

### Tuition

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	<b>NO REFUND</b>

Students will be billed for any portion of unpaid tuition, fees and miscellaneous charges owed to the University.

### Fees

After the first week of classes, all fees are non-refundable. Students will be billed if fees are not paid.

### Room

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.

### Board

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.

### Financial Aid

Financial aid recipients should meet with a Financial Aid Services representative. Students who withdraw during the first 60% of the semester will have a portion of their aid returned to the federal government. All Title IV aid is affected: these include Pell Grants, Nursing Loans, Perkins Loans, SEOG, Direct Subsidized Loans, Direct Unsubsidized Loans and Parent PLUS Loans.

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## Contact List for Dean of Students

### Academic Advisors

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Harpur College	Larry Greenfield, lgreenfi@binghamton.edu, 777-6305 , (AB G18)
School of Management	Brian Perry, bperry@binghamton.edu, 777-2316, (AA 140)
Watson School	Lorna Wells, lornawel@binghamton.edu; Sharon Santobuono, santobu@binghamton.edu, 777-6203 (LSG552)
Decker School of Nursing	Fran Srnka, fsrnka@binghamton.edu, 777-2453, (AB 114B)
CCPA	Donna DiStefano, ddistefa1@binghamton.edu, 777-2841, (DOC 407)
School of Education	Tami Mann, tmann@binghamton.edu, 777-5322 (AB 133)

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Financial Aid Services	777-2728 (SW 109)
ISSS (for J1 & F1 Visa)	777-2150 (RC G1)
The Graduate School (all unfunded graduates)	777-2151 (AD134)
EOP Counselor	777-2361 or 777-4772 (SW 233)
TRIO/Veterans Services	777-2121 (CH G17) Cindy Kery ckery@binghamton.edu
Residential Life	777-2991 (FA 187)
Student Accounts	777-2702 Roxanne Mestre, (777-6887) rmestre@binghamton.edu or Lisa Larnerd, llarnerd@binghamton.edu (SW 117)
Registrar	777-6088 Kateri Reagan, kreagan@binghamton.edu or Kelley Slattery, Kslatter@binghamton.edu (SW 119)