UNDERGRADUATE SEMESTER WITHDRAWAL
West Campus Undergraduate Students Only
Semester Withdrawal/Leave of Absence/Medical Leave Requests

This information applies ONLY to West campus undergraduates. All other students: Please refer to your respective college or school for the guidelines on processing a semester withdrawal.

Prior to the first day of the spring and fall semesters, students may drop all courses via SOLAR and submission of this form is not required. As of day one of the fall and spring semesters, West campus undergraduates who have enrolled and wish to withdraw from all of their courses must submit the Undergraduate Semester Withdrawal Form to the Office of Registrar.

Winter/Summer Session: Students who wish to drop/withdraw from one or all courses during the winter or summer session(s) may do so via SOLAR. Visit Summer Sessions and Winter Sessions websites for cancellation/withdrawal procedures. Non-attendance or non-payment does not constitute an official withdrawal. Students are required to follow proper steps to submit their request.

TYPES OF WITHDRAWALS/LEAVES

University Withdrawal
You will be permanently withdrawn from all current and future semesters at Stony Brook University. If you wish to return to the University in the future, you are required to meet with an academic advisor and rematriculate. Refer to the Undergraduate Bulletin for further information on the “Returning to the University” policy at www.stonybrook.edu/bulletin.

Leave of Absence
You will be withdrawn from classes corresponding to the term indicated on this form, but you intend to return to the University in a future semester. Once your leave of absence has been processed by the Office of Registrar, it cannot be changed to any other type of leave. If requesting a medical leave, please see Medical Leave details below.

Transfer to another SUNY School
You will be cancelled from all classes corresponding to the term indicated on this form. You must submit proper enrollment documentation, along with this form, to request a transfer to another SUNY school. Proper documentation consists of full-time enrollment verification from another SUNY school for the corresponding term. A request for transfer to other SUNY school without proper documentation will be processed as a leave of absence.

U.S. Military Leave
You will be withdrawn from all classes corresponding to the term indicated on this form because you are entering military service. Signature from an advisor from the Office of Veterans Affairs, 347 Administration Building, is required.

Medical Leave
You will be withdrawn from all classes corresponding to the term indicated on this form due to a medical condition. A signature from your general academic advisor is required. If your medical issue prevents you from coming to campus and completing this form, please contact the Dean of Students Office at (631) 632-7320 for assistance. You must submit the Medical Leave Support form (or equivalent documentation that states support for a medical leave for the semester), along with this form, to request a Medical Leave. If you receive an approved Medical Leave, you are guaranteed campus housing upon your return (if you were a resident student at the time of your leave). When you are ready to return, please check SOLAR and contact the office phone number noted in the “holds” section on your account so that you are informed of available resources to best support you. Upon your return, you will be given permission by your academic advisor to retake classes, pending open seats, in which you were enrolled during the semester of your leave. You may also submit a request to the Bursar’s Office for consideration of a partial or full refund of charges. A request for Medical Leave without the Medical Leave Support form (or equivalent documentation) at the time of submission will be processed as a leave of absence.

IMPORTANT INFORMATION

International Students
If you are an international student, you must contact your international advisor in the Visa & Immigration Services Office at E-5310 Melville Library, (631) 632-4685, for approval before submitting this form. Forms will not be accepted or processed without proper signature. You are required to depart the United States within 15 days of the request being processed by the Office of Registrar. Upon full-time re-enrollment, you must request a new I-20 for readmission in accessVIS. If you wish to remain in the United States during a medical leave, sufficient documentation from a licensed U.S. medical doctor is required.

EOP, Honors College, University Scholars, WISE, Student Athletes, and First-Year Students
If you are a member of any of the groups noted above, you must visit your respective academic advisor for approval and signature before submitting this form. Forms will not be accepted or processed without proper signature.
Financial Aid
If you receive financial aid, please contact the Office of Financial Aid & Scholarship Services at (631) 632-6840, or visit here to review the potential impact a semester withdrawal, including a medical leave, may have on any future aid.

Tuition Assistance Program (TAP) and Excelsior Scholarship
If you are eligible for TAP or NYS scholarships, including the Excelsior Scholarship, and withdraw after the tuition liability deadline, this may jeopardize your eligibility for future awards. Please consult with a representative in the Office of Registrar, 276 Administration Building, or visit the Higher Education Services Corporation at www.hesc.ny.gov for further information.

Tuition Liability and Appeals
If you officially withdraw from the University or reduce the number of credits after the no-tuition liability deadline, you are still responsible to pay tuition and fees according to the Tuition Liability Schedule found on the Office of Bursar & Student Accounts maryann.campisi@stonybrook.edu Admissions Office if you intend on returning to the University. You are not guaranteed acceptance for a future semester. If you this form before the add/drop deadline as published in the academic calendar, you must re-apply through the Undergraduate Dean of Students Office submitted. Contact your academic advisor or refer to the Undergraduate Bulletin for more information www.stonybrook.edu/bulletin You are required to meet with an academic advisor before re-enrolling. A petition for a "Waiver of the Waiting Period" may be required to meet with a CEAS advisor and rematriculate to the University.

Cumulative GPA Less Than 2.0 and/or Previous Semester Withdrawal
If you take a leave of absence after classes begin with a cumulative GPA lower than 2.0 and/or have withdrawn in any previous semester, you must wait one full term to re-enroll in classes. Students taking a leave of absence in the fall term are eligible to return the following summer term. Students taking a leave of absence in the spring term are eligible to return the following winter term. You are required to meet with an academic advisor before re-enrolling. A petition for a “Waiver of the Waiting Period” may be submitted. Contact your academic advisor or refer to the Undergraduate Bulletin for more information www.stonybrook.edu/bulletin

New Admits
If you are newly admitted, whether freshman or transfer, and cancel your enrollment prior to the semester start via SOLAR or submit this form before the add/drop deadline as published in the academic calendar, you must re-apply through the Undergraduate Admissions Office if you intend on returning to the University. You are not guaranteed acceptance for a future semester. If you submit this form after the add/drop deadline, you are subject to the same guidelines as continuing students.

RETURNING TO THE UNIVERSITY

If you requested a University withdrawal and then wish to return to the University at a later date, you must meet with an academic advisor in order to rematriculate to the University.
UNDERGRADUATE SEMESTER WITHDRAWAL
West Campus Undergraduate Students Only
Semester Withdrawal/Leave of Absence/Medical Leave Requests

Complete this form and return it to the Office of the Registrar, 276 Administration Building, Stony Brook, NY 11794-1101. Form may be faxed or e-mailed after obtaining all appropriate signatures. Fax: (631) 982-7320; E-mail: registrar_office@stonybrook.edu

Student Last Name (Please Print) | Student First Name | Stony Brook ID (if unknown, provide SSN#)
---|---|---

Home Phone number with area code ( )

Daytime (work) phone with area code ( )

Student Major

College

- CAS
- COB
- SOMAS
- CEAS
- SOJ

Home address including street number, city and zip code

E-mail Address

If you are newly admitted, and you are submitting this form prior to the Add/Drop deadline as outlined in the undergraduate academic calendar, you must re-apply through the Office of Undergraduate Admissions. Re-admission is NOT GUARANTEED.

SECTION I: Obtain required signatures.

Are you studying on an F-1 or J-1 visa?
If YES, signature from Visa & Immigration Services is required

Visa & Immigration Services Advisor

Are you a Student Athlete, EOP, Honors College, WISE, or University Scholars student?
If YES, signature from your advisor is required

Advisor

Are you a freshman (first year student)?
If YES, signature from your advisor is required

Undergraduate College Advisor or CEAS Advisor

SECTION II: Select term for semester withdrawal.

☐ Fall ______  ☐ Spring ______

You will be deregistered for future semesters if your current cumulative GPA is less than 2.0, or have withdrawn in any previous semester, or are in the College of Engineering & Applied Sciences.

SECTION III: Select type of leave (see definitions at beginning of document):

☐ University Withdrawal

☐ Leave of Absence

☐ Transfer to Other SUNY School
   Full-time enrollment verification required

☐ Medical Leave
   Medical Leave Support Form (or equivalent documentation that states support for a medical leave for the semester) and signature required
   Academic Advisor Signature Required

☐ U.S. Military Leave
   Visit Office of Veterans Affairs in 347 Administration for required signature
   VA Office Signature Required

Student Signature Required  THIS INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND ALL INFORMATION IN THIS DOCUMENT  Date
Medical Leave Support Form  
West Campus Undergraduate Students Only 

Complete this form only when requesting a Medical Leave and submit it with the Undergraduate Semester Withdrawal Form.

SECTION I: To be completed by student.

Student Name: ________________________________  SB ID or SSN: __________________________

☐ I am requesting a medical leave for the _____________________. The last date I attended class
(now Fall or Spring Semester)
was ___________________________.
(MM/DD/YY or enter N/A if never attended.)

SECTION II: To be completed and signed by a licensed health care provider.

Health Care Provider Name: ________________________________

Office Address: ____________________________________________
__________________________________________________________________________________

Office Phone: (____)__________________________

_________________________ is unable to attend school during the __________________ semester.
(Patient’s Name) (Note Fall or Spring)

I support/recommend a medical leave for the above named student for the remainder of the current academic semester due to:

☐ Injury  ☐ Illness  ☐ Other __________________________________________________________________

If student was hospitalized, please enter dates of hospitalization:

☐ Yes, the above individual was hospitalized from _______________ to _______________.
(MM/DD/YY) (MM/DD/YY)

Health Care Provider’s comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Health Care Provider’s Signature: __________________________________________________________
### Health Care Provider’s License №:

### Stony Brook University Resources

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<tr>
<th>Academic Department, Major Advisor</th>
<th>Academic Success and Tutoring Center (ASTC)</th>
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<tr>
<td><strong>Location:</strong> Contact information and office locations are listed in the Undergraduate Bulletin and department websites. <a href="http://www.stonybrook.edu/bulletin">www.stonybrook.edu/bulletin</a></td>
<td><strong>Location:</strong> Psychology B, Room 120, 631-632-4920, <a href="mailto:TutoringCenter@stonybrook.edu">TutoringCenter@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/tutoring">www.stonybrook.edu/tutoring</a></td>
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<tr>
<td>- Student should meet with their major advisor every semester. - Contact all major advisors ahead of time to set up an appointment.</td>
<td>- Students can request one-on-one tutoring sessions. - Peer Academic Success Coach (PASC) program. - Practicing Engaging Presentations (PEP) program. - Academic Success &amp; Study Skills Workshops. - All ASTC services are FREE of charge.</td>
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<tr>
<th>Commuter Student Services &amp; Off Campus Living</th>
<th>Counseling and Psychological Services (CAPS)</th>
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<tr>
<td><strong>Location:</strong> 225 Student Activities Center (SAC), 631-632-7333, <a href="mailto:Commuter_Services@stonybrook.edu">Commuter_Services@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/commuter">www.stonybrook.edu/commuter</a></td>
<td><strong>Location:</strong> Second Floor, Student Health Center, 1 Stadium Rd, 631-632-6720, <a href="http://www.stonybrook.edu/caps">www.stonybrook.edu/caps</a></td>
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<td>- The commuter Assistant Program pairs incoming commuter students with “seasoned” student leaders who volunteer their time to provide support, advice, and camaraderie during the new students’ first year. - Enjoy coffee and breakfast at “Commuter Connections” on the first Tuesday of every month from 9am until 10:30am (SAC 144). - Off Campus Living provides resources such as housing search tools, tenant rights, renter’s checklist, lease information, safety tips and landlord reviews.</td>
<td>- Offer free and confidential services to students enrolled in at least 6 credits. - Services include crisis intervention, brief counseling for individuals, couples and groups, and community referrals.</td>
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<th>Disability Support Services</th>
<th>Division of Campus Residences</th>
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<td><strong>Location:</strong> 128 Educational Communications Center (ECC), 631-632-6748, <a href="mailto:dss@stonybrook.edu">dss@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/dss">www.stonybrook.edu/dss</a></td>
<td><strong>Location:</strong> 100 Circle Rd (Central Office located between Irving and O’Neill Colleges), 631-631-6750, <a href="mailto:reside@stonybrook.edu">reside@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/housing">www.stonybrook.edu/housing</a></td>
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<td>- Advocates for a campus environment that meets the needs of student’s disabilities.</td>
<td>- The Resident Assistant or Residence Hall Director can help to facilitate communication between roommates and create a roommate agreement. They can also discuss room options. - Help students get more connected to campus. - Help facilitate to regain housing after a medical leave.</td>
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<tr>
<th>Office of Financial Aid and Scholarship Services</th>
<th>Office of the Dean of Students</th>
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<td><strong>Location:</strong> 180 Administration Building, 631-632-6840, <a href="mailto:finaid@stonybrook.edu">finaid@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/finaid">www.stonybrook.edu/finaid</a></td>
<td><strong>Location:</strong> 222 Student Activities Center (SAC), 631-632-7320, <a href="http://www.stonybrook.edu/dos">www.stonybrook.edu/dos</a></td>
</tr>
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<td>- Students can go to the Financial Aid Office for Financial Aid basics, scholarships, loan disbursement, residency requirements, federal work study, and any special circumstance.</td>
<td>- If a student requests assistance based on documented circumstances (death in the family, medical situation, etc.), staff member will send formal communication to notify instructors and faculty. - Will help facilitate medical leave process if student is unable to be on campus.</td>
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<th>Office of the Registrar</th>
<th>Student Health Services</th>
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<td><strong>Location:</strong> 276 Administration Building, 631-632-6175, <a href="mailto:registrar_office@stonybrook.edu">registrar_office@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/registrar">www.stonybrook.edu/registrar</a></td>
<td><strong>Location:</strong> Student Health Center, 1 Stadium Rd, 631-632-6740, <a href="http://www.stonybrook.edu/shs">www.stonybrook.edu/shs</a></td>
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<td>- Services include processing requests such as Stony Brook transcripts, major/minor declaration forms, semester withdrawals requests, approved petitions, and enrollment/degree verification forms. - The Office of the Registrar also assists with matters on the eligibility for the NYS TAP program and the Excelsior Scholarship. - Other services include managing the official academic calendar, conferring of degrees, and supporting classroom schedules and course registration.</td>
<td>- Services include medical clinic, GYN clinic, laboratory tests, pharmacy, travel health, immunizations, nutrition and social work services. - Although most services are included the student health services fee, there are charges for some laboratory tests and medications.</td>
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