

## CHECKLIST FOR PROPER COMPLETION OF THIS FORM

Young Scholars must complete the Withdrawal Form.

Students in Health Sciences Programs, The Graduate School or School of Professional Development (SPD) must contact the program or school for the procedure to withdraw from all classes for a semester and /or to withdraw from the University.

**Carefully read the "Definition of Terms" on this form.**

### DID YOU DO THE FOLLOWING?

Please initial after each checkpoint acknowledging that you understand and have fulfilled the necessary requirement.

- Obtain all appropriate signature(s) required – including yours.  

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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- Review the attached "Definition of Terms" section, which gives you pertinent information regarding the procedures and implications for choosing a Permanent Withdrawal, Leave of Absence, Medical Leave, U.S. Military Leave, or Transfer to Other SUNY School.  

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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- Submit proper documentation for your Medical Leave. Proper documentation is required when requesting a Medical Leave. If documentation is not submitted, your request will be processed as a regular leave of absence.
  - ★ Students must follow the University's returning policy as outlined under the *Academic Policies and Regulations* section in the Undergraduate Bulletin.

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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- Receive the appropriate signature when requesting an U.S. Military Leave. If signature is not obtained, your request will be processed as a regular leave of absence.
  - ★ Students must follow the University's returning policy as outlined under the *Academic Policies and Regulations* section in the Undergraduate Bulletin.

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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- Submit proper documentation for your Transfer to Other SUNY School Request. Proper documentation is required for this request. If proper documentation is not submitted, your request will be processed as a University Withdrawal.  

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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## IMPORTANT INFORMATION

### Tuition Liability

Students who officially withdraw from the University or reduce the number of credits after the no-tuition liability deadline are still responsible to pay tuition and fees according to the Tuition Liability Schedule found on the academic calendar at [www.stonybrook.edu/registrar](http://www.stonybrook.edu/registrar). The first day of classes as scheduled by the University shall be deemed to be the first day that classes are offered, as scheduled by the academic calendar. Students who enroll for class(es) after the semester start date or start attending class(es) after the semester start date and then withdraw from class(es) are still responsible to pay tuition and fees in accordance with the Tuition and Fee Liability Schedule. The exception is for withdrawals from class(es) that are defined by the University Registrar's Office as late-start classes. Students are responsible for knowing their registration status, schedule, paying tuition bills in a timely fashion, and understanding and following the correct procedures to withdraw from classes.

### Tuition Assistance Program (TAP)

Students who receive TAP awards and withdraw after the tuition liability deadline may jeopardize their eligibility for future TAP awards. Please consult with the Student Financial Aid Services Office, 180 Administration, for further information.

## DEFINITION OF TERMS

### Permanent University Withdrawal

You will be permanently withdrawn from all current and future semesters and Stony Brook University. If you wish to return to the University in the future, you will be required to meet with an academic advisor and be readmitted. Refer to the Undergraduate Bulletin for further information on the University's Withdrawal Policy at [www.stonybrook.edu/ugrdbulletin](http://www.stonybrook.edu/ugrdbulletin).

### Leave of Absence

You are withdrawing from classes corresponding to the term indicated on the front of this form, but you intend to return to the University in a future semester. Students in the **College of Arts & Sciences, College of Business, School of Marine & Atmospheric Sciences, & School of Journalism** are only allowed three consecutive semesters from the semester following the semester in which you withdrew to return. Indicate your intended semester of re-enrollment on the front of this form. Students in the **College of Engineering & Applied Sciences** who take a leave of absence for any semester are required to complete readmission paperwork at the Registrar's Office and then meet with their major advisor in order to re-enroll in any future term.

Students who take a leave of absence after classes begin with a **cumulative GPA lower than 2.00** and/or **have withdrawn in a previous semester** 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. Students are required to meet with an academic advisor before re-enrolling. A petition for a "Waiver of the Waiting Period" may be submitted. Refer to the Undergraduate Bulletin for further information on the University's Leave of Absence and Returning Policy at [www.stonybrook.edu/ugrdbulletin](http://www.stonybrook.edu/ugrdbulletin).

### U.S. Military Leave

You will be withdrawn from all classes corresponding to the term indicated on the front of 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 the front of this form due to a medical condition. You must submit proper medical documentation, along with this form, to request a Medical Leave. Proper documentation consists of medical documentation from a medical practitioner and/or a hospital supporting your medical leave. A request for Medical Leave without proper documentation will be processed as a leave of absence.

### Transfer to Other SUNY School

You will be withdrawn from all classes corresponding to the term indicated on the front of this form. You must submit proper enrollment documentation, along with this form, to request a transfer to other 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.

## RETURNING TO THE UNIVERSITY:

**Leave of Absence:** Students in the **College of Arts & Sciences, College of Business, School of Marine & Atmospheric Sciences & School of Journalism** will be approved routinely for return to the University during the three semesters following the one in which they withdrew if: a) the student leaves in good academic standing, b) there has been no previous withdrawal, and c) the student has no disciplinary action pending or in force. Students not meeting the above criteria are required to meet with an academic advisor and readmit to the University. Students in the **College of Engineering & Applied Sciences** who take a leave of absence for any semester are required to readmit to the University.

**Permanent University Withdrawal:** Any continuing student that wishes to return after requesting a Permanent University Withdrawal must readmit to the University.

**New Admits:** Any new admit, whether transfer or freshmen that submit a Leave of Absence or Permanent University Withdrawal prior or within the first two weeks of the semester must contact the Admissions Office if they intend to return to the University. Readmission is based on availability and students are not guaranteed acceptance. New admits that submit a Leave of Absence or Permanent University Withdrawal after the first two weeks of the semester must follow the same guidelines as outlined above.

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## **Student Responsibility**

Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in official publications, including, by way of example only, the Undergraduate Bulletin, the University Conduct Code, the Student Handbook, and this Undergraduate Withdrawal Request Form.