



BINGHAMTON UNIVERSITY
Office of the University Registrar
WITHDRAWAL FORM

(Please refer to withdrawal policies on reverse)

This form is for students who wish to withdraw from ALL courses for which they are currently registered. You must use this form to officially withdraw from the University during the semester (from the first day of classes to the last day of classes). Mere absence from class does not constitute due notice of withdrawal.

NAME: (Please print) LAST FIRST MIDDLE

FORWARDING ADDRESS: STREET CITY/STATE ZIP

SCHOOL ENROLLED: Social Security Number

Harpur College, Decker School of Nursing (DSON), School of Management (SOM), College of Community and Public Affairs (CCPA), Watson School of Engineering, or The Graduate School

E-Mail

REASON FOR WITHDRAWAL: (Please check all that apply)

- A__ Need time off to work G__ Program too difficult M__ Not enough activities, events, etc.
B__ Could not qualify for financial aid H__ Program /courses not challenging N__ Could not get along with roommate
C__ Family financial problems I__ Not enough academic support O__ Medical reasons
D__ Classes conflict with work J__ Academic atmosphere cold & impersonal P__ Transportation problems
E__ Did not get the program I wanted K__ Problems require me to return home Q__ Want to be closer to home
F__ Did not get the courses I wanted L__ Cold or impersonal social atmosphere R__ Other

Additional Comments or reason (s) for leaving:

LAST DAY OF ATTENDANCE or DATE WITHDRAWAL PROCESS WAS INITIATED (must be in ink) / /
Month Day Year

STUDENT SIGNATURE: SIGNATURE DATE

I understand that I must clear all outstanding financial obligations (such as Library fines, Parking Services, University Dining Services, etc.) and that, until the Registrar's Office has been notified of such clearances, I cannot receive transcripts upon request.

To complete the withdrawal, you must obtain the signatures below.
Return this form to the Student Accounts Office with your ID card.

FOR OFFICE USE ONLY

DATE
For UNDERGRADUATES - DEAN OF SCHOOL (Harpur College students see Academic Advising Office - SW110)
(Watson School students see Office of Student Services - ENGB-H11)
For GRADUATES - DEAN OF THE GRADUATE SCHOOL - AD134

DATE
INTERNATIONAL STUDENT & SCHOLAR SERVICES - (ONLY Required for international students in F-1 or J-1 status)

DATE
RESIDENTIAL LIFE - Assistant Director of Resident Hall (ONLY Required for students living in resident halls)

DATE
DINING PLAN OFFICE - UU (ONLY Required for students enrolled in dining plans)

DATE
STUDENT ACCOUNTS OFFICE - SW117 (Required for ALL students)

UNIVERSITY POLICIES ON WITHDRAWAL

- 1) Students who decide to withdraw from or drop ALL of the 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. Student initiates the official withdrawal procedure in the following offices:
 - Undergraduate students – at the Office of the Registrar (607-777-6088)
 - Graduates students – at the Graduate Office (607-777-2151)
 - ALL International students with F1 or J1 status need to contact the International Student & Scholar Services office (607-777-2510)
 - All Veteran students withdrawing due to active duty recall should notify the TRIO Office for Veterans Services (607-777-2024)
- 2) Mere absence from the class does not constitute withdrawal. Unless you officially withdraw from the University; you will be appropriately graded by your instructors, normally an "F".
- 3) Students may be involuntarily withdrawn from the University by a staff physician or psychologist without academic penalty. Such students are not readmitted to the University without a recommendation from the appropriate University staff physician or psychologist.
- 4) Before returning to the University, students should check the readmission 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 undergraduate students who withdraw **after** the published course drop/delete deadline.
- 7) Courses will continue to appear on the withdrawal-semester record of all graduate students who withdraw **after** the published course drop/delete deadline with grades of "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) as deemed appropriate by the instructor in each course.
- 8) In **ALL** cases of withdrawal, the official transcript will bear the following statement:
"Withdrawn From University (Date)."