

# Semester Withdrawal Checklist

**Self Medical Withdrawal Checklist** (*For students with FinAid, there may be benefits to processing an Admin Medical Withdrawal instead of a Self Medical Withdrawal*)

- Complete Withdrawal Form:** <https://www.binghamton.edu/dean-of-students/help/UG%20University%20Withdrawal%20Form.pdf>
- Contact Academic Advisor:** determine any issues affecting continuance (credits, pre-reqs, 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)
  - Obtain signature from an academic advisor
- Complete a withdrawal meeting with Case Manager in Office of the Dean of Students**
  - Walk-in hours available MWF 8:30am-4:30pm, TR 8:30am-7pm
- Residential Students:** must cancel housing and check-out of room within 24 hours
  - To determine prorated cost of living call Central Residential Life (607-777-2321)
  - Contact Area Office to make arrangements for checking out
    - CIW (607-777-2637), Dickinson (607-777-2826), Hinman (607-777-4716), Mountainview (607-777-7660), Newing (607-777-2864), Hillside (607-777-4455), Susquehanna (607-777-2904)
- Meal Plan:** refund granted if within first 9 weeks of semester <http://binghamtonudining.com/>
- Email:** service available for 2 semesters after withdrawal
- Mail:** Fill out mail forwarding card in mailroom (UU East Ground Floor)
- EOP/TRiO Students:** need to inform their advisor regarding w/d or leave
  - Advisor signature required for withdrawal
- International students:** file form in ISSS Office (607-777-2510 or [isss@binghamton.edu](mailto:isss@binghamton.edu))
  - ISSS signature on withdrawal form required
- Athletes:** meet with compliance officer
- Financial Aid:** Students who receive FinAid may want to consider an Admin Medical Withdrawal. Lack of academic progress may impact financial aid.
  - To determine loan, award, or other financial aid issues contact the Financial Aid Office ( or call 607-777-2428 or email [finaid@binghamton.edu](mailto:finaid@binghamton.edu))
  - To see how federal aid may be affected go to <http://www2.binghamton.edu/financial-aid/services/index.html>
  - Other useful financial aid information can be found at <http://www2.binghamton.edu/financial-aid/services/academic-progress/index.html>
  - Medical documentation may help with financial aid or refunds. Consider Administrative w/d versus self medical withdrawal. Provider Withdrawal Form required and can be found at <https://www.binghamton.edu/dean-of-students/help/Provider%20withdrawal%20form.pdf>
- Student Accounts:** will be notified when withdrawal is finalized.
- Transcripts notation:**
  - Before the drop deadline, registered courses are deleted
  - After the drop deadline, a W grade is assigned to each course
  - Withdrawal results in “W” notation on transcripts, does not affect GPA
- Administrative hold:** holds are placed on student account and can only be lifted by our office
- Returning/re-enrollment:** You will receive a letter of notification from the Dean of Students Office outlining any requirements or restrictions for re-enrollment. Your provider will need to give specific information in favor of your return. Please be advised that we will need the following information:
  - Diagnosis and treatment plan
  - Medications and dosages if prescribed
  - Follow-up care if needed with plan
  - Continued treatment with current provider, UCC or other provider

- ❑ Link for medical re-enrollment form: <https://www.binghamton.edu/dean-of-students/docs/Provider%20Reenrollment%20Form.Medical.pdf>
- ❑ Link for psychological re-enrollment form: <https://www.binghamton.edu/dean-of-students/docs/Provider%20Reenrollment%20Form.Psychological.pdf>

### **Administrative Medical Withdrawal**

Students withdrawing for doctor recommended medical reasons must have their physician/therapist submit documentation to the University Health Services or the University Counseling Center for review. If possible, the 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. The Dean of Students reviews their recommendations and facilitates appropriate action and notification.

- ❑ **Health Services:** (607-777-2221 or <http://www.binghamton.edu/health/>)
- ❑ **Counseling Center:** (607-777-2772 or <http://www.binghamton.edu/counseling/>)
- ❑ **Returning/re-enrollment:** You will receive a letter of notification from the Dean of Students Office outlining any requirements or restrictions for re-enrollment. Your provider will need to give specific information in favor of your return. Please be advised that we will need the following information:
  - ❑ Diagnosis and treatment plan
  - ❑ Medications and dosages if prescribed
  - ❑ Follow-up care if needed with plan
  - ❑ Continued treatment with current provider, UCC or other provider
  - ❑ Link for medical re-enrollment form: <https://www.binghamton.edu/dean-of-students/docs/Provider%20Reenrollment%20Form.Medical.pdf>
  - ❑ Link for psychological re-enrollment form: <https://www.binghamton.edu/dean-of-students/docs/Provider%20Reenrollment%20Form.Psychological.pdf>

### **Military Duty**

Students who withdraw to enter active duty military service must provide written copies of their deployment orders and may then apply for a leave of absence.

- ❑ **U.S. Citizens:** must notify the Veterans Services Office (607-777-2021)
- ❑ **International Students:** must contact ISSS (607-777-2510)

### **Other Important Information**

- ❑ DOS office must approve all re-enrollments and has the right to reject recommendations for return if information provided is not sufficient, requires the student to see a home provider in a frequency that is not plausible, or if recommendation states that the student is not ready to return.
- ❑ Students have 24 hours to vacate residence halls after they complete withdrawal. There are exceptions that can be considered with approval.
- ❑ Students who take a withdrawal are allowed up to two consecutive semesters away from the university before they must reapply.
- ❑ Student are only allowed to self-withdraw one semester, any subsequent withdrawal requests will need documentation from a medical provider to be approved.

### **Fall Semester Withdrawals:**

- ❑ You must have a provider that is able to recommend your re-enrollment based on their regular, ongoing treatment of your condition.

- ❑ Due to time constraints it is less likely that late Fall withdrawal students will be able to return in the Spring. We recommend Fall Semester withdrawal students plan to return no sooner than the Summer or Fall semesters with proper documentation.
- ❑ Providers should submit the Provider Re-enrollment Form (<https://www.binghamton.edu/dean-of-students/docs/Provider%20Reenrollment%20Form.Medical.pdf>) and fax it to Decker Health Services. The number is provided on the form. ***This form should not be sent to the Dean of Students Office.***
- ❑ Provider forms should be submitted at least **3 weeks** in advance for proper processing. Sometimes more information is required and we want to avoid any delay of your re-enrollment or ability to register for courses within allotted timeframes.

#### **Spring Semester Withdrawals:**

- ❑ You must have a provider that is able to recommend your re-enrollment based on their regular, ongoing treatment of your condition.
- ❑ Providers should submit the Provider Re-enrollment Form (<https://www.binghamton.edu/dean-of-students/docs/Provider%20Reenrollment%20Form.Medical.pdf>) and fax it to Decker Health Services. The number is provided on the form. ***This form should not be sent to the Dean of Students Office.***
- ❑ Provider forms should be submitted at least **3 weeks** in advance for proper processing. Sometimes more information is required and we want to avoid any delay of your re-enrollment or ability to register for courses within allotted timeframes

#### **Summer Semester Withdrawals:**

- ❑ Dean of Students office does not complete summer withdrawals. These are processed through each student's academic office
- ❑ Students who take summer courses need to complete either a late drop or late withdrawal form if they wish to leave a course after the withdrawal deadline (<https://www.binghamton.edu/registrar/pdf/Student-Add-Drop-instructions.pdf>)

#### **Graduate Student Withdrawals:**

- ❑ All graduate students should start with their advising office for consultation and signature on any semester withdrawal forms before they are forwarded to the Dean of Students Office.
- ❑ Withdrawal forms should be sent to the Dean of Students Office after they have been signed and approved by the graduate office.
- ❑ Graduate students **MUST** complete withdrawal meeting with a case manager prior to withdrawal being processed.