

# Undergraduate Semester Withdrawal

During the fall and spring semesters, undergraduate students may request to withdraw from all courses for which they are registered in the current semester at the University. The formal withdrawal procedure explained here must be completed in order for the student's record to indicate good standing. Mere absence from class or failure to register **does not** constitute due notice of withdrawal. Students must submit the withdrawal form **no later than 4:00 p.m. on the last day of classes** of that semester. Students seeking to withdraw from all summer or winter term classes should follow their college's procedure for individual course withdrawal. Students should contact the academic advising office of their college with any questions regarding the withdrawal procedure.

**Prior to the Course Withdrawal Deadline:** Students are permitted to withdraw from the University after consultation with the academic advising office of their college prior to the ninth week of classes. *Medical withdrawals require additional approval from the Dean of Students.*

**After the Course Withdrawal Deadline:** Students requesting to withdraw from the University after the ninth week of classes must consult with the academic advising office of their college for consideration of this request. If there is no previous withdrawal on the student's record, the request will be approved. Students attempting a second (or more) semester withdrawal for non-medical reasons will have their cases reviewed on an individual basis by the academic advising office of their college. Any student approved for multiple withdrawals must consult the academic advising office of their college for readmission procedures. *Medical withdrawals require additional approval from the Dean of Students.*

## Documentation of Approved Withdrawals

An official withdrawal approved **prior to the add/drop deadline** will result in the deletion of all courses. A notation on the official transcript will state "Official University Withdrawal (date)." The deleted courses will not be marked with a "W" on the student's transcript, because no grades are recorded for students who formally withdraw within the first two weeks of classes. Approved withdrawals **after the add/drop deadline** will result in the withdrawal from all courses in the current semester. These withdrawn courses are noted with a "W", in place of a regular grade. A notation on the official transcript will state "Official University Withdrawal (date)."

## Important information about Medical Withdrawals

Students withdrawing for doctor-recommended medical reasons may be required to have their healthcare provider submit documentation to Decker Student Health Services for review. This documentation will only be reviewed by healthcare professionals at Binghamton University. If approved, a temporary hold will be placed on the student's record.

## For students receiving financial aid, including student and/or parent loans

Students receiving financial aid are strongly encouraged to speak to a financial aid counselor to determine the effect of a Semester Withdrawal on current and/or future financial aid eligibility. Federal regulations state that students who have attended more than 60% of a term (fall, spring, or summer) are considered to have earned 100% of the aid, and no adjustment to aid is needed. Students who have attended less than 60% of the term must return any unearned aid to the appropriate federal aid program. The semester-specific date on which a student will reach the 60% of the semester point is available here: <https://www.binghamton.edu/registrar/students/course-registration/semester-withdrawal.html>. For more information, contact the Office of Financial Aid and Student Records at (607) 777-2428.

## Student Accounts/Tuition & Fees Refund Schedule

Refunds are based on the following schedule in accordance with 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: No Refund. **Students required to withdraw for disciplinary reasons are not entitled to any refund of tuition.** Students will be billed for any portion of unpaid tuition, fees, and other outstanding responsibilities. Students will be billed if fees are not paid. Monitor your Binghamton University email for billing notifications or log into QuikPAY to pay any outstanding balance. For more information, contact Student Accounts Office at (607) 777-2702.

## Campus Housing/Residential Life

If you are residing on campus, be sure to contact Residential Life after your withdrawal request has been approved. The University charges for room occupancy on the basis of the daily room rate, multiplied by the number of days for which a student had occupied the room. The University determines vacancy by the date a student removes his or her belongings from the room, completes a room inventory, and returns the room keys to a member of the Residential Life Staff. **Students are required to vacate their rooms within 24 hours of submitting the form to the Office of Financial Aid and Student Records.** For more information, and to make arrangements for move-out and/or key return, if applicable, please contact Residential Life at (607) 777-2321.

## Meal Plan

The refund for a Resident dining plan is a percentage of the total meal plan purchased for that semester, determined according to a prorated weekly schedule. No refund can be made, under any circumstances or at any time, for any part of a discretionary fund balance that has been transferred forward from the fall to the spring semester. For more information, contact the Meal Plan Office at (607) 777-6000.

## Returning to Binghamton University

- **Medical Withdrawal:** Students who withdraw for medical reasons need to be cleared by the Dean of Students Office prior to returning to campus. Clearance requires that the student's healthcare provider submit documentation to Decker Student Health Services regarding the student's preparedness to return. The Dean of Students Office reviews these recommendations and facilitates appropriate action and notification. If cleared, the temporary hold will be lifted from the student's record and online registration will be permitted. Students seeking a medical withdrawal should return their signed forms to the Dean of Students Office located in UJW 207 for final signature and approval.
- Undergraduate students who are not registered for one semester or two consecutive major semesters may simply register for classes via my.binghamton.edu. **Students must ensure that there are no holds or outstanding balances on their student accounts that may prevent online course registration.** Students are encouraged to schedule a meeting with an academic advisor from their college prior to registering. Undergraduate students who are absent from Binghamton University for more than three consecutive major semesters must re-enroll before being able to register for courses.
- **Campus Housing:** Students who withdraw from Binghamton University are not guaranteed on-campus housing upon re-enrollment. Students interested in obtaining on-campus housing for the semester of their return must contact Residential Life. This office gives priority to students who left the University after a medical/administrative withdrawal. For more information, contact Residential Life at (607) 777-2321.
- **Financial Aid:** Students wishing to take advantage of state and federal funding options, such as grants and student loans, must file the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov>. Beginning with the 2017-2018 aid year, you can file your FAFSA as early as October 1, 2016. Students planning to re-enroll in the fall semester should file by the preceding March 1, and students planning to re-enroll in the spring semester should file by the preceding November 1. Students can still apply after these dates, but funding for need-based financial aid is limited and is offered on a first-come, first-serve basis. Students must also meet Satisfactory Academic Progress (SAP) standards. Consult the Financial Aid Services website: <http://www.binghamton.edu/financial-aid/> for additional information about funding your education at Binghamton University.

## Contact Information

Academic Advising Offices:

- CCPA: Downtown Center, Room 407; phone: (607) 777-2841; [hdadvise@binghamton.edu](mailto:hdadvise@binghamton.edu)
- Decker: Academic Building B, Room 114; phone: (607) 777-4954; fax: (607) 777-4440; [nursing@binghamton.edu](mailto:nursing@binghamton.edu)
- Harpur College: Old Champlain, Room 110; phone (607) 777-6305; fax: (607) 777-2721; [harpweb@binghamton.edu](mailto:harpweb@binghamton.edu)
- SOM: Academic Building A, Room 142; phone: (607) 777-2316; fax: (607) 777-4872; [somadvis@binghamton.edu](mailto:somadvis@binghamton.edu)
- Watson: Engineering Building, Room M00; phone: (607) 777-6203; fax: (607) 777-4822; [wtsnadv@binghamton.edu](mailto:wtsnadv@binghamton.edu)

Decker Student Health Services: <http://www.binghamton.edu/health/> phone (607) 777-2221; fax: (607) 777-2881

University Counseling Center: <https://www.binghamton.edu/counseling/> phone: (607) 777-2772; fax: (607) 777-2708

Dean of Students: UJW 205; phone: (607) 777-2804; fax: (607) 777-6486; [dos@binghamton.edu](mailto:dos@binghamton.edu)

**Students are encouraged to contact the academic advising office of their college at any time for questions related to a university withdrawal.**

