THE GRADUATE SCHOOL
Graduate Student Withdrawal Form

Please see the next page for instructions.

STUDENT INFORMATION
Last Name: ____________________________ First Name: ____________________________ Middle Initial: ____________________________
B-Number: ____________________________ E-mail Address: ____________________________

REGISTRATION AND WITHDRAWAL INFORMATION
☐ I am currently registered for classes. I wish to withdraw from all courses for: ☐ Fall ☐ Spring Year: ____________________________
☐ I am not currently registered for classes.
Last Date Attended: ____________________________

Please indicate reason for withdrawal below. See the next page for specific instructions. ☐ Academic ☐ Financial ☐ Active Military Duty ☐ Other
☐ Medical

RETURN INFORMATION
Are you planning to return to Binghamton University? ☐ Yes ☐ No (Please skip forward to “Signatures” section.)

If yes, please note that students who do not maintain continuous registration and who have not been granted a leave of absence are severed from the Graduate School and are ineligible to return until readmitted. Readmission is not automatic. Students must reapply to the Graduate School and pay additional fees. In order to obtain an approval for an official Leave of Absence, students must cite extraordinary circumstances, such as prolonged illness, other unusual personal hardship or military service orders.

Have you been approved for a leave of absence? ☐ Yes ☐ No ☐ Waiting for decision

SIGNATURES
Student
By signing, I am acknowledging that I understand that, with registration changes, I will be assessed tuition and fees according to the SUNY Board of Trustees policies. I am aware of the refund schedule at www.binghamton.edu/student-accounts/tuitionadjustments.html. I understand academic deadlines are not related to the tuition liability deadlines. I am also acknowledging that I understand a withdrawal does not absolve my financial responsibilities for any educational expenses and I am responsible for the payment of any outstanding charges.

Signature: ____________________________ Date: ____________________________

Department Chair or Graduate Director
By signing, I am attesting that this student spoke with me about this withdrawal.

Signature: ____________________________ Date: ____________________________

For International Students Only: International Student and Scholar Services Representative
By signing, I am attesting that this student spoke with me about this withdrawal.

Signature: ____________________________ Date: ____________________________

FOR OFFICE USE ONLY

The Graduate School Approval
Signature: ____________________________ Date: ____________________________
☐ Forwarded to Human Resources

Student Records Processing
Signature: ____________________________ Date: ____________________________
Graduate Student Withdrawal Form Instructions

The graduate student withdrawal form is required if you wish to drop ALL fall or spring semester courses or to withdraw from Binghamton University in good standing. Please be sure you have read the policies on graduate student withdrawal in the Binghamton University Bulletin and the Graduate School Manual.

☐ You are required to speak to your department chair or graduate director to clarify your student status and funding status.

☐ If you are an international student, you must also speak with an International Student and Scholar Services (ISSS) representative about the withdrawal.

☐ If you are a financial aid recipient, you must also contact Financial Aid and Student Records to discuss the effects of the withdrawal.

☐ If you would like to return to the University without readmission to the Graduate School, you must also submit a Request for Leave of Absence Form.

Submit this completed form to the Graduate School in Couper Administration Building Room 134 or to gradsch@binghamton.edu.

Additional Information Based on Withdrawal Type
Academic, Financial or Other
Students withdrawing for these reasons cannot return without reapplying. Readmission is not guaranteed.

Medical
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. Any student seeking a medical withdrawal must receive a signature of approval from the Dean of Students Office. Students should return their signed forms to the Graduate School for a final signature and processing.

Self-Medical: If there is no previous withdrawal on the student’s record, the student can initiate a self-medical withdrawal with a signature from the Dean of Students Office for approval. A student may return their signed form to the Graduate School for final processing. If the student wishes to return, they should also complete the Request for Leave of Absence form.

Administrative Medical: Students attempting a second (or more) semester withdrawal for medical reasons will have their cases reviewed on an individual basis by the Dean of Students Office and must submit a provider recommendation form prior to approval. If the student wishes to return, they should also complete the Request for Leave of Absence Form.

Any student seeking a medical withdrawal should consult with the Dean of Students Office to determine the best withdrawal option based on their individual situations.

The Provider Form can be found online at:

If the withdrawal is approved, the student will receive an approval letter from the Dean of Students Office, and a temporary hold will be placed on the student’s record. This hold will remain on the record until the student submits appropriate documentation for return.
Active Military Duty
Students withdrawing to begin active military duty must provide copies of their deployment orders and submit a Request for Leave of Absence Form. If you are a United States citizen, you must also notify Veterans Services (607-777-2021) and Student Accounts (607-777-2702).

International students called to military service in their home country should contact the International Student and Scholars Services (ISSS) Office at 607-777-2510 before starting the withdrawal process, for information on appropriate departure procedures required under U.S. Immigration law.

Retroactive
The Graduate School considers requests for retroactive withdrawals only under extraordinary circumstances that have prevented the student from withdrawing by the regular semester withdrawal deadline (for example, the combination of a trauma and an illness at the time of the deadline). All requests for retroactive withdrawals must be submitted to the Graduate School and must be accompanied by verifiable documentation (for example, official death certificates, documentation provided by healthcare providers, or police reports). Any requests for additional documentation will be made by the Graduate School. The request will be reviewed by the Graduate School and the school in which the student is enrolled and will, if necessary, be considered by the Decker Student Health Services Center. The decision will be made by the Graduate School in consultation with the school in which the student is enrolled. If the student is granted a retroactive withdrawal, the student’s grades for that semester will be replaced with “Withdrawn (W)” marks.

Returning to Binghamton University
Students who withdraw for medical reasons or have taken more than one semester withdrawal, will 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. The forms for re-enrollment can be found here:

These forms must be faxed by the healthcare provider to Decker Student Health Services. Students may not submit these forms themselves. They should also not be sent to the Dean of Students Office for confidentiality reasons. Students should sign the release of information and give that form along with the re-enrollment form to the provider for completion.

Contact information
- Graduate School: AD134; (607) 777-2151; gradadmission@binghamton.edu; https://www.binghamton.edu/grad-school/resources/forms.html
- Dean of Students Office: UUW205; (607) 777-2804; dos@binghamton.edu; https://www.binghamton.edu/case-management/withdraw/index.html
- Decker Student Health Services: (607) 777-2221; health.services@binghamton.edu; https://www.binghamton.edu/health/

Students are encouraged to contact the Graduate School or Dean of Students for any questions relevant to a full semester university withdrawal.