

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 Medical Active Military Duty

Other: _____

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 medical reasons must have their health care provider submit the Provider Form for Medical or Psychological Semester Withdrawal to the Decker Student Health Services Center or the University Counseling Center as soon as possible and no later than the last day of classes.

The Provider Form can be found online at:

<https://www.binghamton.edu/dean-of-students/help/provider%20withdrawal%20form.pdf>

A temporary hold will be placed on the student's record.

In order to return to Binghamton University, students will need to provide documentation regarding their readiness to resume their studies to the Decker Student Health Services Center or the University Counseling Center. A recommendation will be made by these offices to the Graduate School, which will facilitate appropriate action, including the removal of the temporary hold.

Active Military Duty

Students withdrawing to begin active military duty must provide copies of their deployment orders and will also need to apply for a leave of absence for future semesters.

If you are a United States citizen, you must also notify Veterans Services (607-777-2021) and Student Accounts (607-777-2702).

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.