

# Information Regarding an Undergraduate Semester Withdrawal

During the fall and spring semesters, undergraduate students are permitted to request a Semester Withdrawal from all classes after consulting with an academic adviser from their school's advising office. Approval from the Dean of Students office is required if a student requests a withdrawal from any subsequent semester(s). An Undergraduate Semester Withdrawal removes a student from all courses for the current semester. All requests for an Undergraduate Semester Withdrawal must be submitted to the Office of Student Records before 4 p.m. on the last day of classes.

Students seeking to drop all summer or winter term courses should refer to the Continuing Education website <http://www2.binghamton.edu/continuing-education/index.html> for deadlines. The Undergraduate Semester Withdrawal form can be used only for fall/spring semesters.

An Undergraduate Semester Withdrawal is noted on a student's record as an Official University Withdrawal and, in place of a regular grade, all courses will be designated with a "W". NOTE: No grades are recorded for students who formally withdraw before the add/drop deadline.

## Important information about Medical Withdrawals

Students intending to withdraw for the semester for physical or psychological reasons must contact the Dean of Students Office. Students may use this contact to initiate the Undergraduate Semester Withdrawal process.

Students withdrawing for doctor-recommended medical reasons may be required to have their physician/therapist submit documentation to the University Health Services or to the University Counseling Center for review. This documentation will only be reviewed by health professionals at Binghamton University.

## Retroactive Withdrawals

The university considers requests for Retroactive Withdrawals only under extraordinary circumstances that prevented a student from withdrawing by the regular semester deadline (for example, the combination of a trauma and an illness at the time of the regular semester deadline). All requests for Retroactive Withdrawals must be accompanied by verifiable documentation (for example, official death certificates, documentation provided by doctors and/or clinicians stating that an illness made it impossible for the student to withdraw by the semester deadline, or police reports).

Requests for supporting documentation will be made by the Dean of Students staff and reviewed before consulting with the clinical director in Decker Student Health Services and an academic representative.

The decision to grant a Retroactive Withdrawal is made in consultation with academic representatives of the school in which the student is enrolled. If the university grants a retroactive withdrawal, then the student's grades for that semester will be replaced by "W's."

## 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. For more information, contact the Office of Financial Aid and Student Records, at (607) 777-2428.

- **Tuition & Fees Pro-ration:** 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 will be billed for any portion of unpaid tuition, fees, and other outstanding responsibilities. Students will be billed if fees are not paid. Student Accounts Office (607) 777-2702.
- **Campus Housing Pro-ration:** 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. Residential Life (607) 777-2321.
- **Meal Plan Pro-ration:** 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. Meal Plan Office (607) 777-6000.

## Important Steps Following a Successful Undergraduate Semester Withdrawal

- Contact Residential Life if you are residing on campus. Students must vacate their rooms within 24 hours of withdrawal. To make arrangements and return keys, call 607-777-2321.
- Student Account -- Check your email for billing notification or log in to your QuikPAY account via the BU BRAIN to pay any outstanding balance that you owe to the University.
- Bmail Account -- Be sure to check your email regularly for relevant official University communications.

## General Re-Admission Policies

- Students who withdraw for medical reasons need to be cleared by either the Health Service or the University Counseling Center prior to returning to school. Clearance requires that the student's doctor/therapist submit, to either of those offices, documentation regarding the student's preparedness to return. The Dean of Students Office reviews these recommendations and facilitates appropriate action and notification. Health Service: <http://www2.binghamton.edu/health/>, phone 607-777-2221; fax: 607-777-2881; Counseling Center: <http://www2.binghamton.edu/counseling/>, phone: 607.777.2772; fax: 607-777-2708.
- Decker School of Nursing students only: Students must file for readmission and have an interview at the school before re-enrolling. Contact the Decker School of Nursing for details.
- Harpur, CCPA, School of Management, or Watson School of Engineering undergraduate students who are absent from Binghamton University for more than two consecutive major semesters must apply for re-enrollment. Major semesters are defined as fall and spring semesters. The required re-enrollment form is available on the BUBrain at <http://bubrain.binghamton.edu>. Students must submit the re-enrollment form no later than two weeks before the start of classes for the term in which they plan to return.
- Undergraduate students who are not registered for one semester or two consecutive major semesters may simply register for classes via the BUBrain at <http://bubrain.binghamton.edu>. NOTE: Students must ensure that there are no holds or outstanding balances on their student accounts that may prevent online course registration. Students should check their time tickets on the BUBrain.
- **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 the Office of Residential Life at 607-777-2321. This office gives priority to students who left the University after a medical/administrative withdrawal. Contact Residential Life for more information.
- **Financial Aid.** All 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> after January 1 of the year of their planned return each year. Students planning to re-enroll in the fall semester should file by April 1, and students planning to re-enroll in the spring semester should file by 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-served basis. To receive federal and/or state aid funding, students must meet the general eligibility criteria established by both agencies and coordinated through Financial Aid Services, and they must also make Satisfactory Academic Progress (SAP) towards their degrees. To review SAP requirements for both federal and New York State funding, go to <http://bingfa.binghamton.edu>. Consult the Financial Aid Services main webpage at <http://www.bingfa.binghamton.edu> for additional information about funding your education at Binghamton University.

**STUDENTS ARE ENCOURAGED TO CONTACT THEIR ACADEMIC ADVISING OFFICE AT ANY TIME FOR QUESTIONS RELATED TO A UNIVERSITY WITHDRAWAL.**

# UNDERGRADUATE SEMESTER WITHDRAWAL FORM

This form is required for undergraduate students who wish to drop/withdraw from ALL fall or spring semester courses and who want their academic records to indicate good standing. Please be sure to (1) obtain the required signature(s), (2) consult with the appropriate academic advising office, and (3) submit this form to the Office of Student Records by 4 p.m. on the last day of classes. Please make sure that you follow the required steps after successfully submitting this form to ensure that your student account remains in good standing. **Complete Steps 1 to 4. If approved, complete Step 5.**

## Step 1. Please complete the following information

NAME \_\_\_\_\_  
Last First Middle

B NUMBER \_\_\_\_\_ BINGHAMTON EMAIL ADDRESS \_\_\_\_\_

- Current Semester (check one)  Fall  Spring Year \_\_\_\_\_
- If you pre-registered for classes for next semester, would you like us to cancel them?  Yes  No
- Last day of attendance is/was: \_\_\_\_/\_\_\_\_/\_\_\_\_ My anticipated date of return is: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Step 2. If you answer yes to ANY of the following, please obtain signatures from the appropriate offices:

- Yes  No Educational Opportunity Program (EOP) Student \_\_\_\_\_
- Yes  No International (F-1/J-1 Visa) Student \_\_\_\_\_
- Yes  No Received U.S. Active Military Duty Orders  
Veteran's Services Office \_\_\_\_\_
- Yes  No Student Support Services SSS/TRIO \_\_\_\_\_

**Step 3. Student Signature.** I understand that undergraduate students are permitted to withdraw no more than once after consulting with only an academic adviser; any additional requests to withdraw require approval from the Dean of Students office. In addition, I understand that I must clear all outstanding financial obligations (such as Library Fines, Parking Services, Dining Services, etc.); until the Office of Financial Aid and Student Records is notified of such student account clearances, I cannot receive transcripts upon request. I am eligible for re-enrollment only after all financial obligations have cleared.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 4. Students seeking a University Withdrawal must consult with their school's Academic Advising Office. Non matriculated students must see the adviser in the Center for Innovative and Continuing Education. Some withdrawals require approval from the Dean of Students as well as academic advising signatures.**

**To be completed by the school's Academic Advising Office**

Has the student withdrawn since fall 2013?  Yes\*  No Type of Withdrawal:  Medical  Academic  Permanent and totally disabled  
 Serving in Armed Forces  Other

\*Advisers must refer students who withdrew fall 2013 or later AND students requesting medical withdrawals to the Dean of Student's Office

Approved  Referred to Dean of Students Office for further consideration (requires DOS signature)

Academic Advising Office: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied  
Dean of Student's Office: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 5. If approved, the student must submit this form to Financial Aid Services & Student Records Office, Admissions Center, Room 112.**

**For Office of Student Records Use Only**

Financial Aid Services & Student Records Office \_\_\_\_\_ Date \_\_\_\_\_  
[ MISS\_\_ Serving on church mission ] [ FSRV\_\_ Fed Gov. Foreign Aid Service (Peace Corps, etc) ]  
[ \_\_ Academic ] [ \_\_ Financial ]  
Additional Comments: \_\_\_\_\_