

## UNDERGRADUATE SEMESTER WITHDRAWAL

### West Campus Undergraduate Students Only

### Semester Withdrawal/Leave of Absence/Military Requests

**This information applies ONLY to West campus undergraduates. All other students:** Please refer to your respective college or school for the guidelines on processing a semester withdrawal.

Prior to the first day of the spring and fall semesters, students may drop all courses via SOLAR and submission of this form is not required. As of day one of the fall and spring semesters, West campus undergraduates who have enrolled and wish to withdraw from all of their courses must submit the Undergraduate Semester Withdrawal Form to the Office of Registrar.

**Winter/Summer Session:** Students who wish to drop/withdraw from one or all courses during the winter or summer session(s) may do so via SOLAR. Visit [Summer Sessions](#) and [Winter Sessions](#) websites for cancellation/withdrawal procedures. Non-attendance or non-payment does not constitute an official withdrawal. Students are required to follow proper steps to submit their request.

#### TYPES OF WITHDRAWALS/LEAVES

##### **University Withdrawal**

You will be permanently withdrawn from all current and future semesters at Stony Brook University. If you wish to return to the University in the future, you are required to meet with an academic advisor and rematriculate. Refer to the Undergraduate Bulletin for further information on the "Returning to the University" policy at [www.stonybrook.edu/bulletin](http://www.stonybrook.edu/bulletin).

##### **Leave of Absence**

You will be withdrawn from classes corresponding to the term indicated on this form, but you intend to return to the University in a future semester. Once your leave of absence has been processed by the Office of Registrar, it cannot be changed to any other type of leave. If requesting a medical leave, please see Medical Leave details below.

##### **Transfer to another SUNY School**

As of day one of the semester, students who wish to withdraw due to attendance at another SUNY school must submit the Undergraduate Withdrawal/Leave of Absence Request Form to the Registrar's Office. Students must submit an enrollment verification stating full-time status from the new SUNY School the student is attending.

##### **U.S. Military Leave**

As of day one of the semester, students who wish to take a Military Leave must submit the Undergraduate Withdrawal Request Form to the Registrar's Office. Students are required to obtain authorized signature on the above named form from the [Office of Veterans Affairs](#).

##### **Military Leave Not in the U.S.**

You will be withdrawn from all classes corresponding to the term indicated on the front of this form because you are entering military service for a country other than the U.S. Signature from an advisor from the Visa and Immigration Services Office, E5310 Melville Library is required.

##### **Medical Leave**

As of day one of the semester, students who wish to take a Medical Leave of Absence must work with the Student Support Team to submit a request. This will be reviewed by the Student Support Team and processed by the Registrar's Office. Students must submit medical documentation that states the student cannot attend classes for the semester in which they plan to take the medical leave of absence. Specific diagnoses information is not required. Any request that is submitted without proper medical documentation will be processed as a Leave of Absence. All students must contact the Student Support Team Office before returning for future semester enrollment.

#### IMPORTANT INFORMATION

##### **International Students**

If you are an international student in F-1 or J-1 status, you must contact your International Student Advisor in the Visa & Immigration Services in E-5310 Melville Library, [vis@stonybrook.edu](mailto:vis@stonybrook.edu), for approval before submitting this form. Forms will not be accepted or processed without proper signature. Upon full-time re-enrollment, contact VIS for guidance on how to request a new I-20 and return to the U.S. If you wish to remain in the United States during a medical leave, sufficient documentation from a licensed U.S. medical doctor, and authorization from VIS is required.

##### **EOP, Honors College, University Scholars, WISE, Student Athletes, and First-Year Students**

If you are a member of any of the groups noted above, you must visit your respective academic advisor for approval and signature before submitting this form. Forms will not be accepted or processed without proper signature.

##### **Financial Aid**

If you receive financial aid, please contact the Office of Financial Aid & Scholarship Services at (631) 632-6840, or visit here to review the potential impact a semester withdrawal, including a medical leave, may have on any future aid.

## **Tuition Assistance Program (TAP) and Excelsior Scholarship**

If you are eligible for [TAP](#) or NYS scholarships, including the Excelsior Scholarship, and withdraw after the tuition liability deadline, this may jeopardize your eligibility for future awards. Please consult with a representative in the [Financial Aid Office](#) in the SBU Union, or visit the Higher Education Services Corporation at [www.hesc.ny.gov](http://www.hesc.ny.gov) for further information.

## **Tuition Liability and Appeals**

If you officially withdraw from the University or reduce the number of credits after the no-tuition liability deadline, you are still responsible to pay tuition and fees according to the Tuition Liability Schedule found on the Student Financial Services Website. For classes with start dates that do not appear on the Financial Liability Schedule please contact [studentbilling@stonybrook.edu](mailto:studentbilling@stonybrook.edu) for drop date liability information. Students are responsible for knowing their registration status, schedule, paying tuition bills in a timely manner, and understanding and following the correct procedures to withdraw from classes. If you receive an approved medical leave, or withdrew due to unanticipated extenuating circumstances you may submit a Tuition Liability Appeal for consideration of a partial or full refund of charges. Appeals must be submitted to the Student Financial Services Office via email at [studentbilling@stonybrook.edu](mailto:studentbilling@stonybrook.edu) prior to the end of the term in question. Please see the Tuition Liability Appeal page for more information and appeal requirements. There is no guarantee that your appeal will be approved.

## **Health Insurance**

If you have purchased the student health plan through UHCSR, please contact their office at (631) 632-6430 or via email at [studenthealthinsurance@stonybrook.edu](mailto:studenthealthinsurance@stonybrook.edu) for detailed information. You have ownership of your health coverage after 30 days but can request a full cancellation if your policy is unused. Pro-rations are not allowed. You can request continued coverage if insurance is needed for the medical condition filed under your medical leave. If you are an international student, you can be billed for the length of time you are on campus or can cancel entirely if your policy was unused.

## **Campus Residence and Meal Plan**

If you are a resident, you must move out within 48 hours of withdrawing. [Contact your Residence Hall Director or Area Office](#) on how to check out. Housing charges and meal plan charges (for students in a room that requires the meal plan) will be pro-rated based on the date your key is officially returned and all belongings are removed. Please contact [mealplan@stonybrook.edu](mailto:mealplan@stonybrook.edu) for any inquiries regarding the meal plan.

If your medical issue prevents you from coming to campus and completing this form, please contact the Student Support Team at (631)632-7320 for assistance. For those taking medical or military leave, housing is prioritized upon your first semester re-enrolled on a space available basis. All other types of leave will need to join the on-campus housing waitlist should housing be needed in the future.

## **RETURNING TO THE UNIVERSITY**

### **New Admits**

If you are newly admitted, whether freshman or transfer, and cancel your enrollment prior to the semester start via SOLAR or submit a withdrawal request before the add/drop deadline as published in the academic calendar, you must re-apply through the Undergraduate Admissions Office if you intend on returning to the University. You are not guaranteed acceptance for a future semester. New admits prior to the add/drop deadline should refer to the Registrar's Office for the withdrawal request form. If you submit this form after the add/drop deadline, you are subject to the same guidelines as continuing students.

### **Cumulative GPA Less Than 2.0 and/or Previous Semester Withdrawal**

If you take a leave of absence after classes begin with a cumulative GPA lower than 2.0 and/or have withdrawn in any previous semester, you must wait one full term to re-enroll in classes. Students taking a leave of absence in the fall term are eligible to return the following summer term. Students taking a leave of absence in the spring term are eligible to return the following winter term. You are required to meet with an academic advisor before re-enrolling. A petition for a "Waiver of the Waiting Period" may be submitted. Contact your academic advisor or refer to the Undergraduate Bulletin for more information [www.stonybrook.edu/bulletin](http://www.stonybrook.edu/bulletin).

### **Leave of Absence, Transfer to Other SUNY, or U.S. Military Leave, Military Leave (not in the U.S.)**

If you are in the College of Arts & Sciences, College of Business, School of Marine & Atmospheric Sciences, or School of Journalism, you will be routinely approved to return to the University following your semester withdrawal (not to exceed 4 consecutive fall and spring semesters) if a) you are in good academic standing, b) you have no previous withdrawal, and c) you have no disciplinary action pending or in force. If you do not meet the above criteria, you are required to meet with an academic advisor and rematriculate to the University. If you are in the College of Engineering & Applied Sciences and submit this form, you are required to meet with a CEAS advisor and rematriculate to the University.

### **Medical Leave**

If you are returning from an approved medical leave, please check SOLAR and contact the office phone number noted in the "holds" section on your account so that you are informed of available resources to best support you. You will need to meet with the Student Support Team before enrolling in future semesters.

### **University Withdrawal**

If you requested a University withdrawal and then wish to return to the University at a later date, you must meet with an academic advisor in order to rematriculate to the University.

**UNDERGRADUATE SEMESTER WITHDRAWAL**  
**West Campus Undergraduate Students Only**  
**Semester Withdrawal/Leave of Absence/Military Requests**

Complete this form and return it to the Office of the Registrar, Stony Brook Union 206, Stony Brook, NY 11794-3221.

**Submit in-person or e-mail to [registrar\\_office@stonybrook.edu](mailto:registrar_office@stonybrook.edu) after obtaining all appropriate signatures.**

Student <u>Last</u> Name (Please Print)	Student <u>First</u> Name	Stony Brook ID (if unknown, provide SSN#)	
Home Phone number with area code (      )	Daytime (work) phone with area code (      )	Student Major <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	College <input type="checkbox"/> CAS <input type="checkbox"/> COB <input type="checkbox"/> SOMAS <input type="checkbox"/> CEAS <input type="checkbox"/> SOJ
Home address including street number, city and zip code		E-mail Address	

**If you are newly admitted, and you are submitting this form prior to the Add/Drop deadline as outlined in the undergraduate academic calendar, you must re-apply through the Office of Undergraduate Admissions. Re-admission is NOT GUARANTEED.**

**SECTION I: Obtain required signatures.**

**Sign and print name for all lines below:**

**Are you studying on an F-1 or J-1 visa?**

*If YES, signature from Visa & Immigration Services is required*



*Visa & Immigration Services Advisor*

**Are you a Student Athlete, EOP, Honors College, WISE, or University Scholars student?**

*If YES, signature from your respective advisor is required*



*Advisor*

**Are you a freshman (first year student)?**

*If YES, signature from one of the respective personell is required*



*Undergraduate College Advisor*

**SECTION II: Select TERM and YEAR for semester withdrawal.**

Fall \_\_\_\_\_

Spring \_\_\_\_\_

You will be deregistered for future semesters if your current cumulative GPA is less than 2.0 or have withdrawn in any previous semester.

**SECTION III: Select type of leave (see definitions at beginning of document):**

University Withdrawal

Leave of Absence

Transfer to Other SUNY School

Full-time enrollment verification required

U.S. Military Leave

Visit Office of Veterans Affairs in 347 Admin Bldg for required signature



\_\_\_\_\_

*VA Office Signature Required*

Military Leave – Not in U.S.

Visit Visa and Immigration Services Office, E5310 Melville Library for required signature.



\_\_\_\_\_

*VIS Office Signature Required*

Student Signature Required THIS INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND ALL INFORMATION IN THIS DOCUMENT

Date

# Stony Brook University Resources

<p><b>Academic Department, Major Advisor</b></p> <p><b>Location:</b> Contact information and office locations are listed in the Undergraduate Bulletin and department websites. <a href="http://www.stonybrook.edu/bulletin">www.stonybrook.edu/bulletin</a></p> <ul style="list-style-type: none"> <li>- Student should meet with their major advisor every semester.</li> <li>- Contact all major advisors ahead of time to set up an appointment.</li> </ul>	<p><b>Academic Success and Tutoring Center (ASTC)</b></p> <p><b>Location:</b> Stony Brook Union L08, 631-632-4920, <a href="mailto:TutoringCenter@stonybrook.edu">TutoringCenter@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/tutoring">www.stonybrook.edu/tutoring</a></p> <ul style="list-style-type: none"> <li>- Students can request one-on-one tutoring sessions.</li> <li>- Peer Academic Success Coach (PASC) program.</li> <li>- Practicing Engaging Presentations (PEP) program.</li> <li>- Academic Success &amp; Study Skills Workshops.</li> <li>- All ASTC services are <b>FREE</b> of charge.</li> </ul>
<p><b>Commuter Student Services &amp; Off Campus Living</b></p> <p><b>Location</b> Stony Brook Union 205, 631-632-7353, <a href="mailto:Commuter_Services@stonybrook.edu">Commuter_Services@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/commcms/studentaffairs/css/">www.stonybrook.edu/commcms/studentaffairs/css/</a></p> <ul style="list-style-type: none"> <li>- The commuter Assistant Program pairs incoming commuter students with “seasoned” student leaders who volunteer their time to provide support, advice, and camaraderie during the new students’ first year.</li> <li>- Enjoy coffee and breakfast at “Commuter Connections” on the first Tuesday of every month from 9am until 10:30am (SAC 144).</li> <li>- Off Campus Living provides resources such as housing search tools, tenant rights, renter’s checklist, lease information, safety tips and landlord reviews.</li> </ul>	<p><b>Counseling and Psychological Services (CAPS)</b></p> <p><b>Location:</b> Second Floor, Student Health Center, 1 Stadium Rd, 631-632-6720, <a href="http://www.stonybrook.edu/caps">www.stonybrook.edu/caps</a></p> <ul style="list-style-type: none"> <li>- Offer free and confidential services to students enrolled in at least 6 credits.</li> <li>- Services include crisis intervention, brief counseling for individuals, couples and groups, and community referrals.</li> </ul>
<p><b>Student Accessibility Support Center</b></p> <p><b>Location:</b> Stony Brook Union 107, 631-632-6748, <a href="mailto:sasc@stonybrook.edu">sasc@stonybrook.edu</a> , <a href="http://www.stonybrook.edu/sasc">www.stonybrook.edu/sasc</a></p> <ul style="list-style-type: none"> <li>- We work collaboratively with students, faculty, and staff to coordinate reasonable accommodations and ensure equal access to education, residential life, and campus communities. We work to eliminate physical, instructional, and attitudinal barriers by fostering awareness and modeling self-advocacy within the University community.</li> </ul>	<p><b>Division of Campus Residences</b></p> <p><b>Location:</b> 100 Circle Rd (Central Office located between Irving and O’Neill Colleges), 631-631-6750, <a href="mailto:reside@stonybrook.edu">reside@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/housing">www.stonybrook.edu/housing</a></p> <ul style="list-style-type: none"> <li>- The Resident Assistant or Residence Hall Director can help to facilitate communication between roommates and create a roommate agreement. They can also discuss room options.</li> <li>- Help students get more connected to campus.</li> <li>- Help facilitate to regain housing after a medical leave.</li> </ul>
<p><b>Office of Financial Aid and Scholarship Services</b></p> <p><b>Location:</b> Stony Brook Union 208, 631-632-6840, <a href="mailto:finaid@stonybrook.edu">finaid@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/finaid">www.stonybrook.edu/finaid</a></p> <ul style="list-style-type: none"> <li>- Students can go to the Financial Aid Office for Financial Aid basics, scholarships, loan disbursement, residency requirements, federal work study, and any special circumstance.</li> <li>- Tap and Excelsior Scholarship inquiries</li> </ul>	<p><b>Student Support Team</b></p> <p><b>Location:</b> Stony Brook Union 106, 631-632-7320, <a href="mailto:student_supportteam@stonybrook.edu">student_supportteam@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/studentsupport">www.stonybrook.edu/studentsupport</a></p> <ul style="list-style-type: none"> <li>- If a student requests assistance based on documented circumstances (death in the family, medical situation, etc.), staff member will send formal communication to notify instructors and faculty.</li> <li>- Will help facilitate medical leave process if student is unable to be on campus.</li> </ul>
<p><b>Office of the Registrar</b></p> <p><b>Location:</b> Stony Brook Union 206, 631-632-6175, <a href="mailto:registrar_office@stonybrook.edu">registrar_office@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/registrar">www.stonybrook.edu/registrar</a></p> <ul style="list-style-type: none"> <li>- Services include processing requests such as Stony Brook transcripts, major/minor declaration forms, semester withdrawals requests, approved petitions, and enrollment/degree verification forms.</li> <li>- The Office of the Registrar also assists with matters on the eligibility for the NYS TAP program and the Excelsior Scholarship.</li> <li>- Other services include managing the official academic calendar, conferring of degrees, and supporting classroom schedules and course registration.</li> </ul>	<p><b>Student Health Services</b></p> <p><b>Location:</b> Student Health Center, 1 Stadium Rd, 631-632-6740, <a href="http://www.stonybrook.edu/shs">www.stonybrook.edu/shs</a></p> <ul style="list-style-type: none"> <li>- Services include medical clinic, GYN clinic, laboratory tests, pharmacy, travel health, immunizations, nutrition and social work services.</li> <li>- Although most services are included the student health services fee, there are charges for some laboratory tests and medications.</li> </ul>