

## CHECKLIST FOR PROPER COMPLETION OF THIS FORM

Young Scholars must complete the Withdrawal Form but are not required to conduct an Exit Interview or complete the questionnaire attached.

**Carefully read the “Definition of Terms” on this form. Exit Interviews are REQUIRED for students requesting a University Withdrawal before request is processed.**

### DID YOU DO THE FOLLOWING?

Please initial after each checkpoint acknowledging that you understand and have fulfilled the necessary requirement.

- Obtain all appropriate signature(s) required – including yours.  

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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- Review the attached “Definition of Terms” section, which gives you pertinent information regarding the procedures and implications for choosing a Permanent Withdrawal, Leave of Absence, Medical Leave, U.S. Military Leave, or Transfer to Other SUNY School.  

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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- Complete the questionnaire attached to the Withdrawal Request Form for University Withdrawals and Transfers to Other SUNY Requests.
  - ★ Completion of questionnaire and Exit Interview are REQUIRED for students requesting a University Withdrawal or a Transfer to Other SUNY. Note: Your request will not be processed until both items have been met and the Registrar’s Office has spoken to you concerning the Exit Questionnaire.

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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- Submit proper documentation for your Medical Leave. Proper documentation is required when requesting a Medical Leave. If documentation is not submitted, your request will be processed as a regular leave of absence.
  - ★ Students must follow the University’s returning policy as outlined under the *Academic Policies and Regulations* section in the Undergraduate Bulletin.

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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- Receive the appropriate signature when requesting an U.S. Military Leave. If signature is not obtained, your request will be processed as a regular leave of absence.
  - ★ Students must follow the University’s returning policy as outlined under the *Academic Policies and Regulations* section in the Undergraduate Bulletin.

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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- Submit proper documentation for your Transfer to Other SUNY School Request. Proper documentation is required for this request. If proper documentation is not submitted, your request will be processed as a University Withdrawal.  

<input type="text"/>	<i>Student</i>	<input type="text"/>	<i>Administrator</i>
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**UNDERGRADUATE**

**- Withdrawal/Leave of Absence Request Form -**

**NOT** for use by:  
SPD Students  
HSC Students  
Graduate Students

**You will be withdrawn for the Spring 2010 term. All classes will be dropped. Tuition Liability may apply.**

Student <b>Last</b> Name (Please Print)	Student <b>First</b> Name	Stony Brook ID (if unknown, provide SS#)	
Home Phone number with area code ( )	Daytime (work) phone with area code ( )	Student Major	College <input type="checkbox"/> CAS <input type="checkbox"/> COB <input type="checkbox"/> SOMAS <input type="checkbox"/> CEAS <input type="checkbox"/> SJRN
Home address including street number, city and zip code		E-mail Address	
First attendance at Stony Brook: Term and ↓ YEAR ↓ <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		<b>First Semester Here???</b> If you plan on returning to Stony Brook and are submitting this form prior or within the first two weeks of the semester, please notify the Admissions Office as readmission is not guaranteed.	

**Are you participating in a Stony Brook Study Abroad Program?.....**  
*If YES, please indicate term you will re-enroll. \*You are not required to fill out any additional information if you are enrolled in this program.*

<input type="checkbox"/> Yes.....	<input type="checkbox"/> No.....
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
<input type="checkbox"/> Summer 20	<input type="checkbox"/>

**Are you studying on an F-1 or J-1 Visa?.....**  
*If YES, signature from International Services is REQUIRED*

<input type="checkbox"/> Yes.....	<input type="checkbox"/> No.....
Official signature required – International Services	

**Are you an E.O.P. Student?.....**  
*If YES, signature from E.O.P. Advisor is REQUIRED*

<input type="checkbox"/> Yes.....	<input type="checkbox"/> No.....
Official signature required – EOP OFFICE	

**Are you an Honors College Student?.....**  
*If YES, signature from Honors College Advisor is REQUIRED*

<input type="checkbox"/> Yes.....	<input type="checkbox"/> No.....
Official signature required – HONORS COLLEGE	

**Are you an Athlete?.....**  
*If YES, signature from Athlete Advisor s is REQUIRED*

<input type="checkbox"/> Yes.....	<input type="checkbox"/> No.....
Official signature required – Athlete Advisor	

**Are you a Freshman = First Academic Year?.....**  
*If YES, signature from EITHER your Undergraduate College Advisor in Undergraduate Colleges, E-3071 Melville Library OR your CEAS Advisor in the Engineering Bldg. Room 127 is REQUIRED*

<input type="checkbox"/> Yes.....	<input type="checkbox"/> No.....
Official signature required –Academic Advisor	

**Do you currently have less than a 2.0 Cumulative GPA and/or have you withdrawn in a previous semester? .....**  
*If YES, please initial across. University policy requires that you sit out a full Semester (Summer/Fall or Winter/Spring) term before you are able to return.*

<input type="checkbox"/> Yes.....	<input type="checkbox"/> No.....
Student's Initials Required	

Read Definition of Terms on reverse side first- then select ONE option below:

- Permanent University Withdrawal .... Questionnaire must be completed
- Leave of Absence..... Please indicate term you plan to re-enroll
- U.S. Military Leave..... Visit VA Office in 347 Admin. Signature Required
- Medical Leave..... Medical Documentation REQUIRED
- Transfer to Other SUNY School..... Transfer Documentation REQUIRED Questionnaire must be completed

<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer 20	<input type="checkbox"/>
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Official signature required – VA Office
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Name of other SUNY School
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Student Signature Required THIS INDICATES THAT YOU HAVE READ AND UNDERSTAND ALL INFORMATION THIS DOCUMENT	DATE
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## SEMESTER WITHDRAWAL GUIDELINES

Complete this document and return it to the Office of the Registrar, 276 Administration Building, Stony Brook, NY, 11794-1101. Fax 631-632-9491. E-mail submission of this document is not acceptable. APPROPRIATE SIGNATURES ARE REQUIRED.

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### IMPORTANT INFORMATION

#### Tuition Liability

Students who officially withdraw from the University or reduce the number of credits after the no-tuition liability deadline are still responsible to pay tuition and fees according to the Tuition Liability Schedule found on the academic calendar at [www.stonybrook.edu/registrar](http://www.stonybrook.edu/registrar). The first day of classes as scheduled by the University shall be deemed to be the first day that classes are offered, as scheduled by the academic calendar. Students who enroll for class(es) after the semester start date or start attending class(es) after the semester start date and then withdraw from class(es) are still responsible to pay tuition and fees in accordance with the Tuition and Fee Liability Schedule. The exception is for withdrawals from class(es) that are defined by the University Registrar's Office as late-start classes. Students are responsible for knowing their registration status, schedule, paying tuition bills in a timely fashion, and understanding and following the correct procedures to withdraw from classes.

#### Tuition Assistance Program (TAP)

Students who receive TAP awards and withdraw after the tuition liability deadline may jeopardize their eligibility for future TAP awards. Please consult with the Student Financial Aid Services Office, 180 Administration, for further information.

### DEFINITION OF TERMS

#### Permanent University Withdrawal

You will be permanently withdrawn from all current and future semesters and Stony Brook University. If you wish to return to the University in the future, you will be required to meet with an academic advisor and be rematriculated. Refer to the Undergraduate Bulletin for further information on the University's Withdrawal Policy at [www.stonybrook.edu/ugrdbulletin](http://www.stonybrook.edu/ugrdbulletin). An exit interview is required.

#### Leave of Absence

You are withdrawing from classes corresponding to the term indicated on the front of this form, but you intend to return to the University in a future semester. Students in the College of Arts & Sciences, College of Business, School of Marine & Atmospheric Sciences, & School of Journalism are only allowed three consecutive semesters from the semester following the semester in which you withdrew to return. Indicate your intended semester of re-enrollment on the front of this form. Students in the College of Engineering & Applied Sciences who take a leave of absence for any semester are required to complete rematriculation paperwork at the Registrar's Office and then meet with their major advisor in order to re-enroll in any future term.

Students who take a leave of absence after classes begin with a **cumulative GPA lower than 2.00** and/or **have withdrawn in a previous semester** 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. Students are required to meet with an academic advisor before re-enrolling. A petition for a "Waiver of the Waiting Period" may be submitted. Refer to the Undergraduate Bulletin for further information on the University's Leave of Absence and Returning Policy at [www.stonybrook.edu/ugrdbulletin](http://www.stonybrook.edu/ugrdbulletin).

### BILLING RELATED ITEMS:

#### U.S. Military Leave

You will be withdrawn from all classes corresponding to the term indicated on the front of this form because you are entering military service. Signature from an advisor from the Office of Veterans Affairs, 347 Administration Building, is required.

#### Medical Leave

You will be withdrawn from all classes corresponding to the term indicated on the front of this form due to a medical condition. You must submit proper medical documentation, along with this form, to request a Medical Leave. Proper documentation consists of medical documentation from a medical practitioner and/or a hospital supporting your medical leave. A request for Medical Leave without proper documentation will be processed as a leave of absence.

#### Transfer to Other SUNY School

You will be withdrawn from all classes corresponding to the term indicated on the front of this form. You must submit proper enrollment documentation, along with this form, to request a transfer to other SUNY school. Proper documentation consists of full-time enrollment verification from another SUNY school for the corresponding term. A request for transfer to other SUNY school without proper documentation will be processed as a leave of absence.

### RETURNING TO THE UNIVERSITY:

**Leave of Absence:** Students in the College of Arts & Sciences, College of Business, School of Marine & Atmospheric Sciences & School of Journalism will be approved routinely for return to the University during the three semesters following the one in which they withdrew if: a) the student leaves in good academic standing, b) there has been no previous withdrawal, and c) the student has no disciplinary action pending or in force. Students not meeting the above criteria are required to meet with an academic advisor and rematriculate to the University. Students in the College of Engineering & Applied Sciences who take a leave of absence for any semester are required to rematriculate to the University.

**Permanent University Withdrawal:** Any continuing student that wishes to return after requesting a Permanent University Withdrawal must rematriculate to the University.

**New Admits:** Any new admit, whether transfer or freshmen, that submit a Leave of Absence or Permanent University Withdrawal prior or within the first two weeks of the semester must contact the Admissions Office if they intend to return to the University. Readmission is based on availability and students are not guaranteed acceptance. New admits that submit a Leave of Absence or Permanent University Withdrawal after the first two weeks of the semester must follow the same guidelines as outlined above.

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### Student Responsibility

Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in official publications, including, by way of example only, the Undergraduate Bulletin, the University Conduct Code, the Student Handbook, and this Undergraduate Withdrawal Request Form.

Name \_\_\_\_\_  
SBID# \_\_\_\_\_

Date \_\_\_\_\_

**Required Exit Questionnaire – For University Withdrawals Only**

**Young Scholars**

The Withdrawal Form must be completed. Exit Interview and questionnaire are not required.

**Graduating Students**

Please specify below if you have applied for graduation: Exit Interview and questionnaire are not required.

What semester will you be graduating? \_\_\_\_\_ Term \_\_\_\_\_ Year

**Please note that this questionnaire must be completed to complete the Withdrawal Process.**

1. General Reason for Withdrawal: Please check all that apply

- Academics –  Work Load  English  Class size  
 Transferring - Where \_\_\_\_\_  
 Financial  Stress  
 Commute  Health  
 Family Concerns  Mental Health  
 Campus Residence  Loneliness-Depression  
 Work related  Culture of Stony Brook  
 Other \_\_\_\_\_

2. Did you ever discuss the reason for your withdrawal with your:

- Yes  No - **Advising Counselor for Academics Options**  
 Yes  No - Was the P/NC option discussed  
 Yes  No - Underload discussed - Withdrawing from **some** of your courses  
 Yes  No - **Major/Minor with your Department, for different Academics Options**  
 Yes  No - **Faculty, for different Academics Options**  
 Yes  NO - Did you receive good advise  
 Yes  No - **Financial Aid Dept. Options**  
 Yes  No - Were the Full Time, Part Time Options discussed  
 Yes  No - Were Financial Options discussed  
 Yes  No - **Student Accounts**  
 Yes  No - Were Payment Options discussed  
 Yes  No - **Registrar's Office**  
 Yes  No - Were TAP issues discussed  
 Yes  No - Were your concerns discussed  
 Yes  No - **The Health Center for Health Reasons**

3. What kind of Advising did you receive here at Stony Brook?

- Academic  Financial  
 Health  Other

4. How do you feel about the way you were Academically Advised?

- Very Satisfied  Satisfied  
 Somewhat Satisfied  Dissatisfied

5. Would you consider remaining at Stony Brook if options could be worked out?

Very likely       Likely  
 Somewhat Likely       Not likely at all

6. What were your biggest concerns at Stony Brook? (Please check a Max. of 3)

Class Size  
 Difficulty of Course work  
 Communication with Faculty - Language  
 Residence Housing  
 Better/More Advising needed  
 More user friendly Registration system needed  
 A better understanding of the Rules and Polices  
 A more stream-lined advising/petition/approval system  
 Availability of Financial Aid  
 Campus Life  
 Other: \_\_\_\_\_

7. What did you like most about Stony Brook? (Please check all that apply)

Class Size  
 Difficulty of Course work  
 Faculty concern and advice  
 Residence Housing  
 Academic Advising  
 Registration system  
 Understandable Rules and Polices  
 Availability of Financial Aid  
 Campus Life  
 Other: \_\_\_\_\_

8. What do you believe prevented you from achieving your goals at Stony Brook?

Time Management  
 Stress Management  
 Course Load  
 Difficulty of Course Work  
 Financial Advice  
 Work vs. School pressures  
 Advising from:  
     Advising Center     CEAS Undergrad Office     EOP  
     Department       Athletics       Wise       Honor College  
 Family Crisis  
 Roommate Problems  
 Other: \_\_\_\_\_

8. Based on your time at Stony Brook, what could the University improve upon to insure a successful experience for all students?

Better Communication between Students and:  
     Administration  
     Advising  
     Bursar's Office  
     Financial Aid  
     Faculty and Departments  
     Campus Residence Office  
     Health Services  
 Psychological Counseling  
 Availability of Additional Extra Instructional Help or Tutoring  
 Sessions on Stony Brook's Policies and Regulations  
 More information on all the Resources available

Date Reviewed/Contacted \_\_\_\_\_

BY \_\_\_\_\_