

## **UNDERGRADUATE SEMESTER WITHDRAWAL** **West Campus Undergraduate Students Only** **Semester Withdrawal/Leave of Absence/Medical Leave 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You will be permanently withdrawn from all current and future semesters at Stony Brook University.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You will be withdrawn from classes corresponding to the term indicated on this form, but you intend to return to the University in a future semester.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**

You will be cancelled from all classes corresponding to the term indicated on this form. You must submit proper enrollment documentation, along with this form, to request a transfer to another 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.

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

You will be withdrawn from all classes corresponding to the term indicated on this form because you are entering military service.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 this form due to a medical condition. A signature from your general academic advisor is required. If your medical issue prevents you from coming to campus and completing this form, please contact the [Dean of Students Office](#) at (631) 632-7320 for assistance. You must submit the Medical Leave Support form (or equivalent documentation that states support for a medical leave for the semester), along with this form, to request a Medical Leave. If you receive an approved Medical Leave, you are guaranteed campus housing upon your return (if you were a resident student at the time of your leave). When you are ready to return, 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. Upon your return, you will be given permission by your academic advisor to retake classes, pending open seats, in which you were enrolled during the semester of your leave. You may also submit a request to the Bursar's Office for consideration of a partial or full refund of charges. A request for Medical Leave without the Medical Leave Support form (or equivalent documentation) at the time of submission will be processed as a leave of absence.

### **IMPORTANT INFORMATION**

#### **International Students**

If you are an international student, you must contact your international advisor in the [Visa & Immigration Services Office](#) at E-5310 Melville Library, (631) 632-4685, for approval before submitting this form. Forms will not be accepted or processed without proper signature. You are required to depart the United States within 15 days of the request being processed by the Office of Registrar. Upon full-time re-enrollment, you must request a new I-20 for readmission in [accessVIS](#). If you wish to remain in the United States during a medical leave, sufficient documentation from a licensed U.S. medical doctor 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 [Office of Registrar](#), 276 Administration Building, 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 [Office of Bursar & Student Accounts](#). The exception is for withdrawals from class(es) that are defined by the Office of the Registrar as late-start classes. 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, you may submit an appeal for consideration of a partial or full refund of charges. Appeals must be submitted to the Bursar's Office via email at [bursar@stonybrook.edu](mailto:bursar@stonybrook.edu) within 15 days and must include a timeline of events, including onset of symptoms, and any attempts to remedy the situation, as well as a copy of the withdrawal form and Medical Leave Support form (or equivalent documentation). There is no guarantee that your appeal will be approved.

### **Health Insurance**

If you have purchased the student health plan through AETNA, please contact Mary Ann Campisi at (631) 632-6511 or via email at [maryann.campisi@stonybrook.edu](mailto:maryann.campisi@stonybrook.edu) for detailed information. You have ownership of your health coverage after 30 days but can request a full cancellation if your policy was 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 Housing and Meal Plan**

If you are a resident, you must contact and return your key to your Quad Office. Housing charges and meal plan charges (for students in a room which requires the meal plan) will be pro-rated based upon the date your key is officially returned and all belongings are removed. If you are hospitalized and/or your medical issue prevents you from coming to campus to return your key, please contact the [Dean of Students Office](#) at (631) 632-7320 for assistance. If you participate in a meal plan that is not mandatory, please cancel your plan by contacting the [Meal Plan Office](#) at (631) 632-6517. Your meal plan charge will be pro-rated based on the number of weeks the plan was active and the dollar amount used. Housing is guaranteed only if you receive an approved medical leave or military leave. Housing is not guaranteed for any other type of leave.

## **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 this form 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. 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**

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 re-matriculate 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 re-matriculate 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.

### **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 re-matriculate to the University.

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**West Campus Undergraduate Students Only**  
**Semester Withdrawal/Leave of Absence/Medical Leave Requests**

Complete this form and return it to the Office of the Registrar, 276 Administration Building, Stony Brook, NY 11794-1101. Form may be faxed or e-mailed after obtaining all appropriate signatures. Fax: (631) 982-7320; E-mail: [registrar\\_office@stonybrook.edu](mailto:registrar_office@stonybrook.edu)

Student <b>Last</b> Name (Please Print)	Student <b>First</b> 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.**

- 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 advisor is required* → \_\_\_\_\_  
*Advisor*
- Are you a freshman (first year student)?**  
*If YES, signature from your advisor is required* → \_\_\_\_\_  
*Undergraduate College Advisor or CEAS Advisor*

**SECTION II: Select term 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, or are in the College of Engineering & Applied Sciences.

**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
- Medical Leave**  
 Medical Leave Support Form (or equivalent documentation that states support for a medical leave for the semester) and signature required  
 \_\_\_\_\_  
*Academic Advisor Signature Required*
- U.S. Military Leave**  
 Visit Office of Veterans Affairs in 347 Administration for required signature  
 \_\_\_\_\_  
*VA Office Signature Required*

Student Signature Required <small>THIS INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND ALL INFORMATION IN THIS DOCUMENT</small>	Date
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***Medical Leave Support Form***  
**West Campus Undergraduate Students Only**

**Complete this form only when requesting a Medical Leave and submit it with the Undergraduate Semester Withdrawal Form**

**SECTION I: To be completed by student.**

Student Name: \_\_\_\_\_ SB ID or SSN: \_\_\_\_\_

I am requesting a medical leave for the \_\_\_\_\_. The last date I attended class  
(Note Fall or Spring Semester)  
was \_\_\_\_\_.  
(MM/DD/YY or enter N/A if never attended.)

**SECTION II: To be completed and signed by a licensed health care provider.**

Health Care Provider Name: \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_

Office Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ is unable to attend school during the \_\_\_\_\_ semester.  
Patient's Name (Note Fall or Spring)

I support/recommend a medical leave for the above named student for the remainder of the current academic semester due to:

- Injury
- Illness
- Other \_\_\_\_\_

If student was hospitalized, please enter dates of hospitalization:

Yes, the above individual was hospitalized from \_\_\_\_\_ to \_\_\_\_\_.  
(MM/DD/YY) (MM/DD/YY)

Health Care Provider's comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health Care Provider's Signature: \_\_\_\_\_

Health Care Provider's License #: \_\_\_\_\_

# Stony Brook University Resources

<p><b>Academic Department, Major Advisor</b>  <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>  <b>Location:</b> Psychology B, Room 120, 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>  <b>Location:</b> 225 Student Activities Center (SAC), 631-632-7353,  <a href="mailto:Commuter_Services@stonybrook.edu">Commuter_Services@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/commuter">www.stonybrook.edu/commuter</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>  <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>Disability Support Services</b>  <b>Location:</b> 128 Educational Communications Center (ECC), 631-632-6748, <a href="mailto:dss@stonybrook.edu">dss@stonybrook.edu</a>, <a href="http://www.stonybrook.edu/dss">www.stonybrook.edu/dss</a></p> <ul style="list-style-type: none"> <li>- Advocates for a campus environment that meets the needs of student’s disabilities.</li> </ul>	<p><b>Division of Campus Residences</b>  <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>  <b>Location:</b> 180 Administration Building, 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> </ul>	<p><b>Office of the Dean of Students</b>  <b>Location:</b> 222 Student Activities Center (SAC), 631-632-7320,  <a href="http://www.stonybrook.edu/dos">www.stonybrook.edu/dos</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>  <b>Location:</b> 276 Administration Building, 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>  <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>