



UNDERGRADUATE SEMESTER WITHDRAWAL FORM

SUNY KOREA Stony Brook University Students Only

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

This information applies **ONLY to SUNY Korea Stony Brook University Undergraduate Students**. 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, SUNY Korea SBU students who have enrolled and wish to withdraw from all of their courses must submit the Undergraduate Semester Withdrawal Form through the SUNY Korea [Academic Notices](#) page. Once reviewed, it will be submitted to the Stony Brook University Office of the Registrar for processing.

Winter/Summer Session: Students who wish to drop from one or all courses during the Winter or summer session(s) may do so via SOLAR. Visit our [Academic Notices](#) page 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

Students should select the University Withdrawal option if they are certain that they will not be returning to SUNY Korea Stony Brook as an undergraduate student. Students will be withdrawn from all current and future semesters. Students who wish to return to the university after requesting a Permanent Withdrawal must rematriculate.

Leave of Absence

Students who select the Leave of Absence option will be withdrawn from classes corresponding to the term indicated on this form, and be considered on a semester leave of absence. Students should choose this option if they 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. A leave of absence allows the student to take time off while maintaining an active status for up to 2 semesters from their initial leave request.

Military Leave

Students who need to withdraw from the current semester to perform military service will need to provide supporting documentation. Please note that students who receive military service orders in advance and will be impacted by this for a future term, should simply not enroll in that future term. When students return from military service, they will be asked to present documentation at that time.

Medical Leave

Students who select the Medical Leave option will be withdrawn from all classes corresponding to the term indicated on this form due to a medical condition. To pursue a Medical Leave, supporting medical documentation is required. Please note: Specific diagnosis information is not required. Any request that is submitted without proper medical documentation will be processed as a Leave of Absence (not medical).

IMPORTANT INFORMATION

International Students

If you are an international student holding a D-2 visa, you must contact the Student Affairs and your Department Coordinators for approval before submitting the form. Upon your return for the term, please contact Student Affairs at student@sunykorea.ac.kr to proceed with the new visa process.

Scholarship/Financial Aid

Students who previously received a scholarship/financial aid and took a leave of absence due to medical or other reasons must submit a written appeal to the SUNY Korea Scholarship Committee for reinstatement. The SUNY Korea Scholarship Committee will review the reinstatement request to verify the student's original scholarship eligibility and confirm whether the scholarship is still available.

For the detailed instructions on scholarship/financial aid reinstatement, please visit the SUNY Korea website [HERE](#). For further inquiries, please contact academic.scholarship@sunykorea.ac.kr.

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 SUNY Korea Academic Calendar page [HERE](#). 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 SUNY Korea Bursar Office via email at bursar@sunykorea.ac.kr prior to the end of the term in question. There is no guarantee that your appeal will be approved.

Campus Residences

Students who reside in the IGC Housing as part of the Incheon Global Campus Foundation and elect to withdraw from their courses will be removed from their housing. All residents should contact the IGC Housing Office regarding your enrollment plans and policies related to moving out.

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

Leave of Absence/Military Leave/Medical Leave

Students who take a leave of absence, military leave or medical leave will be considered active for up to two (2) semesters. After this point your record will become inactive and the student will need to pursue Rematriculation.

University Withdrawal

Students who request a University Withdrawal are made inactive at the time of processing. If the student wishes to return to the university at a later date, submission of the Rematriculation Form will be required.



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Complete this form and return through the SUNY Korea [Academic Notices](#) page. This form will then be submitted to the Stony Brook University Office of the Registrar for processing.

Student <u>Last</u> Name (Please Print)	Student <u>First</u> Name	Stony Brook ID	
Home Phone Number with Country/Area Code	Daytime (work) Phone Number with Country/Area Code	Student Major	College
			COBK SBASK CEASK
Home address including street number, city and zip code		E-mail Address	

Section 1 - Indicate the TERM AND YEAR for semester withdrawal.

Fall _____

Spring _____

Section 2 - Select type of leave (see definitions at beginning of form):

University Withdrawal

Leave of Absence

Military Leave

Medical Leave

Signing this form indicates that you have read and understand the policies outlined.

Signature	Date (mm/dd/yyyy)