



Office of the Registrar  
REQUEST FOR WITHDRAWAL - UNDERGRADUATE STUDENTS

Name \_\_\_\_\_ SHU ID \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Are you a resident student? \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alternate Email \_\_\_\_\_

Major \_\_\_\_\_ School \_\_\_\_\_

I entered SHU in \_\_\_\_\_ as a ( ) freshman ( ) transfer undergraduate student.  
Month/Year

I wish to withdraw as of \_\_\_\_\_. Last date of attendance: \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Laptop: \_\_\_\_\_ Returned (attach copy of receipt). Non-returned laptops will be charged to the student in accordance with University policy.

**TYPE OF WITHDRAWAL:** Please indicate the type of withdrawal for which you are applying.

( ) Temporary

I am applying for a leave of absense from Seton Hall from \_\_\_\_\_ to \_\_\_\_\_

( ) Permanent

I am permanently withdrawing from Seton Hall.

**REASON FOR WITHDRAWAL:**

( ) Medical - Documentation from treating medical professional must be provided to Dean of Students, 2nd floor, University Center. The documentation must specify the medical reason and dates that the student has/will be absent.

( ) Other - For all other reasons for withdrawal (i.e. personal, family) bring this form first to your school/college's Academic Dean's Office, then to the Dean of Students, 2nd floor, University Center, for an exit interview.

**NOTE:** Withdrawal requests for any reason other than medical must be completed by the 8th week of the semester for grade of WD to be assigned. Students should determine any potential tuition and/or financial aid implications before submitting this request.

**International students should consult with the Office of International Programs regarding withdrawal options.**

( ) Clearance of the Academic Dean is needed to qualify for readmission.

( ) Clearance of the Dean of Students is needed to qualify for readmission.

\_\_\_\_\_  
Student Signature Date Academic Dean's Signature Date

\_\_\_\_\_  
Registrar Date Dean of Students Date

CODER : Exit code: \_\_\_\_\_ Date: \_\_\_\_\_ Reason Code: \_\_\_\_\_ by \_\_\_\_\_

For questions or concerns, please contact the Dean of Students at 973-761-9076.