

WITHDRAWAL FROM THE UNIVERSITY

Withdrawal from the University reflects a student's intent to sever all affiliations with the SUNY New Paltz and to terminate matriculation. Students must file a Withdrawal from the University form with the Office of Records & Registration (WH 115), which will [process the withdrawal request](#). Students who are withdrawn from the university are blocked from taking any courses at New Paltz and must apply for [readmission](#) should they subsequently decide to return. (For more information about readmission, visit the [Office of Undergraduate Admission's website](#).)

Withdrawal from the University differs from a [Leave of Absence](#), and students are advised to consult their advisors, financial aid officers, health providers, or other trusted individuals to discuss the pros and cons of each. Additional information appears below. Guidance is also available from the [Office of Records & Registration](#).

Note that students who do not register for more than two consecutive fall/spring semesters will be automatically withdrawn from the university.

Additional Information about Withdrawal and Leave of Absence

If a student requests a withdrawal or leave of absence from the university *before the end of the second week of classes*, the student will be deregistered without transcript notation. If the university withdrawal or leave of absence occurs *after the second week of classes*, the student will be withdrawn from all in-progress courses and a W will be listed on the transcript.

Students may request a withdrawal or leave until the last day of classes. (The exact deadline appears in the [Academic Calendar](#) for each semester.) Students who stop attending class(es) are considered "unofficially withdrawn" and will receive grades of F*. If this happens in all classes for the semester and they do not submit an official Leave of Absence or Withdrawal from the University form, the student will be considered on an [unofficial Leave of Absence](#).

Withdrawal and leave of absence may affect students' financial obligations. Please contact the [Office of Student Accounts](#) with questions about liability (e.g., tuition, fees, room and board) and aid. The [tuition refund policy](#) may also be of interest.