

SETON HALL UNIVERSITY
Office of the Registrar
REQUEST FOR WITHDRAWAL – GRADUATE STUDENTS

Name _____ SHU ID _____

Address _____
Street City State Zip

Phone _____ Alternate Email _____

Major _____ School _____

I entered SHU in _____ as a graduate student. I wish to withdraw as of _____.
Month/year Month/day/year

Last date of attendance: _____

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

- Temporary
I am applying for a leave of absence 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 Registrar, Bayley Hall, Seton Hall University, South Orange, NJ 07079. The documentation must specify the medical reason in general terms, the date of onset and inclusive dates of the illness/condition that is requiring a withdrawal, and confirmation that the withdrawal is required by the illness/condition. Documentation must be on official office letterhead or alternate official stationery.
- 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 Registrar.

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. For courses that follow a non-traditional timeframe, withdrawal requests must be completed by the 50 percent mark of the course.

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 Registrar is needed to qualify for readmission.

Student Signature Date Academic Dean's Signature Date

Registrar Date

CODED: Exit code: _____ Date: _____ Reason code: _____ by _____

For questions or concerns, please contact the Office of the Registrar at 973-761-9374.