

SETON HALL UNIVERSITY
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 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 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

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

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