

**SETON HALL UNIVERSITY**  
**South Orange, NJ 07079-2689**  
**REQUEST for WITHDRAWAL**

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. I wish to withdraw as of \_\_\_\_\_  
MONTH YEAR ( ) graduate student MONTH DAY YEAR

LAST DATE OF CLASS ATTENDANCE: \_\_\_\_\_  
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, 2<sup>nd</sup> floor, University Center. That documentation must specify the medical reason and the 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 Office, 2<sup>nd</sup> floor, University Center, for an Exit Interview.

**NOTE: Withdrawal from the University for any reason other than medical must be completed by the 8<sup>th</sup> week of the semester for grade of WD to be assigned.**

- ( ) *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 Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*CODED: Exit code: \_\_\_\_\_ Date: \_\_\_\_\_ Reason code: \_\_\_\_\_ by \_\_\_\_\_*

**For questions or concerns, please contact Dean of Students (973-761-9076).**