



Registrar's Office
501 Crescent Street
New Haven, CT 06515-1355

Phone: 203-392-5301
Fax: 203-392-7144
Email: registrar@southernct.edu
Web: www.southernct.edu/registrar

Withdrawal from University

Students who wish to withdraw from the University, without the intention of returning, must submit this University Withdrawal form to the Registrar's Office. As an alternative to withdrawal, those students who need to take time off from their studies, with the intention of returning, should consult the [Leave of Absence policy](#).

Withdrawal will be effective upon receipt of the University Withdrawal form or upon the date a student completes withdrawal from all courses. Students who withdraw after the add/drop period, and prior to the end of the 12th week of the semester, will receive a grade of W (Withdrawal) on the transcript for each course in which the student is currently enrolled. Thereafter, students will receive grades as assigned by the instructors.

When official notification has not been submitted, students who begin attendance in the semester, but then stop attending all courses, will be withdrawn from the University within 30 days following the end of the semester and will receive grades as assigned by the instructors; however, financial aid return calculations will be performed as of the midpoint of the semester, or the last date of attendance, whichever is later. Students who do not return the following semester and have not taken a leave of absence, will be withdrawn from the University within 30 days of the start of the semester.

Students may withdraw from the University for 100% refund of tuition and fees, less any non-refundable fees, prior to the start of the term. Thereafter, students should consult the [Refund Policy](#) for the impact on charges. Financial Aid recipients should contact the [Office of Financial Aid & Scholarships](#), as withdrawal may reduce financial aid awards, which could result in the student owing funds to the University and/or government, and to discuss loan repayment and exit counseling requirements. For students who wish to return, please see the [Readmission Policy](#), as readmission is not automatic.

Under extenuating circumstances, or due to qualified military service leave, students may file an [Appeal](#) of the policies outlined above, within 30 days following the end of the last semester enrolled.

To be completed by the student:

Student ID: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Reason: _____

Are you completing the current semester: Yes No

Student Signature: _____ Date: _____

Registrar's Office Use Only:

Processed By: _____ Received Date: _____