



TERM / TOTAL WITHDRAWAL  
STUDENT GUIDE

Students can request a withdrawal from all of their classes in a term, or a total withdrawal from the University through the Albert Student Center.

## Term Withdrawal

1. On the Home page of the Student Center **select Request Term/Total Withdrawal.**

The screenshot shows the Student Center Home page. At the top, there is a section titled "Enrolled Courses - Fall 2019" with a message: "You have no enrolled courses for this term. Please submit from the Pending Shopping Cart to enroll in classes." Below this are links for "Legend", "Weekly Schedule", "Bookstore", and "Download Schedule". The next section is "Exam Schedule - Fall 2019" with the message: "An exam schedule is not available for this term." Below this are links for "Request Term/Total Withdrawal" (highlighted with a red box), "Request Leave of Absence", "Check Registration Status", "Evaluation Published Results", and "Registration Guide". At the bottom, there is a copyright notice: "Copyright 1999-2019".

2. You will initially be asked if you want to withdraw from all of your current classes. Select Yes.

The screenshot shows the "Leaves and Withdrawal Requests" form. At the top, there is a purple header with the title "Leaves and Withdrawal Requests". Below the header, there is a "Name" field with a redacted name and a "Request Date" field with the value "03/25/2019". The form is titled "Student Request Information" and contains the following text:

You can use this form to:

- Withdraw from all of your classes (term withdrawal)
- Withdraw completely from the University (total withdrawal)
- Take a Leave of Absence

You do not need to complete this form if:

- You are dropping/adding individual classes but will remain enrolled in at least one class
- You will have a half-time or full-time equivalency for the semester (Graduate students only)
- You will maintain matriculation for the semester

Do you want to withdraw from **all** of your Spring 2019 classes?

Yes

You are requesting a "term withdrawal," which means you intend to withdraw from all of your classes. If you intend to withdraw from some (but not all) classes, please cancel this request and return to the Student Center and click the "Drop" button on the Home page.

Please note:

- You will receive a W grade for the withdrawn classes. We do not impact your GPA or count toward earned credits.
- Withdrawing from your courses may impact your financial aid, academic standing, NYU student health insurance, housing, and/or student visa status. You will still have the opportunity to discuss these impacts with your school dean's office or advisor after submitting your request.

At the bottom, there are two buttons: "Continue" and "Cancel".

3. When asked if you will be coming back for the next term select “Yes” and Continue.

### Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

#### Student Request Information

Will you be coming back for your next required term?

Yes

For most students “required terms” are fall and spring. Some programs require enrollment in January and/or summer term. If you are in one of these programs, please take this into consideration when answering this question.

4. You will then be asked the reason for your withdrawal. You may select multiple reasons.

### Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

#### Student Request Information

Why are you requesting a Term Withdrawal? *Select all that apply.*

Health-related reasons	<input type="radio"/> No
Academic reasons	<input type="radio"/> No
Financial reasons	<input type="radio"/> No
For non-health-related personal reasons	<input type="radio"/> No
Because my social needs are not being met	<input type="radio"/> No
To pursue other professional opportunities	<input type="radio"/> No

5. You will then be taken to a page with the terms of your leave. Please read the terms and click Yes to submit.

### Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

You have requested to withdraw from all of your classes for the Spring 2019 term and will continue your studies in your next required term. Is this correct?

- o I hereby accept financial responsibility for all charges (including collection of fees) associated with the above class withdrawals according to the University refund/liability schedule. To view the refund policy, please click here [Refund Policy](#)
- o I acknowledge that it is my responsibility to familiarize myself with University policy and procedure regarding registration, drop/withdrawal, and refunds.
- o I further understand that dropping/withdrawing below full time status may jeopardize my financial aid eligibility and/or immigration status (for students on F1 or J1 Visas).

6. Your request will be reviewed by the Dean of Students and you will be notified once it has been processed.

## Total Withdrawal

1. On the Home page of the Student Center **select Request Term/Total Withdrawal.**

### Enrolled Courses - Fall 2019

You have no enrolled courses for this term. Please submit from the Pending Shopping Cart to enroll in classes.

[Legend](#) [Weekly Schedule](#) [Bookstore](#) [Download Schedule](#)

### Exam Schedule - Fall 2019

An exam schedule is not available for this term.

[Request Term/Total Withdrawal](#) [Request Leave of Absence](#)  
[Check Registration Status](#) [Evaluation Published Results](#)  
[Registration Guide](#)

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2. You will initially be asked if you want to withdraw from all of your current classes. Select Yes or No as appropriate.

### Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

#### Student Request Information

You can use this form to:

- Withdraw from all of your classes (term withdrawal)
- Withdraw completely from the University (total withdrawal)
- Take a Leave of Absence

You do not need to complete this form if:

- You are dropping/adding individual classes but will remain enrolled in at least one class
- You will have a half-time or full-time equivalency for the semester (Graduate students only)
- You will maintain matriculation for the semester

Do you want to withdraw from **all** of your Spring 2019 classes?

Yes

You are requesting a "term withdrawal," which means you intend to withdraw from all of your classes. If you intend to withdraw from some (but not all) classes, please cancel this request and return to the Student Center and click the "Drop" button on the Home page.

Please note:

- You will receive a W grade for the withdrawn classes. We do not impact your GPA or count toward earned credits.
- Withdrawing from your courses may impact your financial aid, academic standing, NYU student health insurance, housing, and/or student visa status. You will still have the opportunity to discuss these impacts with your school dean's office or advisor after submitting your request.

3. When asked if you will be coming back for the next term select "No" and Continue.

### Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

#### Student Request Information

Will you be coming back for your next required term?

No

For most students "required terms" are fall and spring. Some programs require enrollment in January and/or summer term. If you are in one of these programs, please take this into consideration when answering this question.

4. When asked if you would like to request a leave of absence for future term, select “No.”

### Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

#### Student Request Information

Do you want to request a Leave of Absence for a future term?

No

You are requesting a total withdrawal from NYU, which means you intend to completely discontinue your studies at NYU. Upon approval of this request, you will be discontinued from the University, as of the requested term; should you want to return to NYU, you will need to reapply to the University.

[Back](#) [Continue](#) [Cancel](#)

5. You will be brought to screen asking for your reasons for leaving NYU. You may select multiple reasons.

### Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

#### Student Request Information

Why are you leaving NYU? *Select all that apply.*

for health-related reasons	<input type="radio"/> No
for financial reasons	<input type="radio"/> No
for non-health-related personal reasons	<input type="radio"/> No
because social needs are not being met	<input type="radio"/> No
to pursue other professional opportunities	<input type="radio"/> No

[Back](#) [Continue](#) [Cancel](#)

6. You will then be taken to a page with the terms of the discontinuation of your studies. Please read the terms and click Yes to submit.

### Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

You have requested to discontinue your studies at New York University at the end of the Spring 2019 term. Is this correct?

- I hereby accept financial responsibility for all charges (including collection of fees) associated with the above class withdrawals according to the University refund/liability schedule. To view the refund policy, please click here [Refund Policy](#)
- I acknowledge that it is my responsibility to familiarize myself with University policy and procedure regarding registration, drop/withdrawal, and refunds.
- I further understand that dropping/withdrawing below full time status may jeopardize my financial aid eligibility and/or immigration status (for students on F1 or J1 Visas).

7. Your request will then be reviewed by the Dean of Students office and you will be notified once it has been processed.