WITHDRAWAL FORM
UNDERGRADUATE

Please carefully read the instructions located on the back before completing this form.

Note: International students must notify the Office of Global Programs (Campus Center, 2nd fl, Room 2100) at 617-287-5586 before withdrawing from the university. Failure to do so may result in termination of student visa status.

Name: ____________________________________________________________________________       UMass ID: ___________________

Last                 First                       Middle

Phone: _____________________ Email: __________________________________________________       Date of Birth: _______________

Mailing Address: _____________________________________________________________________        Apt. #:____________________

City: _______________________ State: _________________________________________________         Zip Code: ___________________

Reason for withdrawal: (Please check all that apply)

☐ Personal     ☐ Difficulty with studies       ☐ Fall ______

☐ Transfer     ☐ Military Duty              ☐ Spring ______

☐ Financial    ☐ Other: ____________________   ☐ Summer_______

Effective Semester:     Readmitting for:

☐ Fall_______     ☐ Fall___

☐ Spring______   ☐ Spring___

☐ Summer___

(If not checked off, registration will be dropped for all future terms)

All students must get the appropriate authorized college signature

For students in the:              Go to:

COLLEGE OF LIBERAL ARTS          University Advising Center
COLLEGE OF SCIENCE AND MATHEMATICS Campus Center, 1st Floor, Room 1100
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT OR
COLLEGE OF ADVANCING AND PROFESSIONAL STUDIES Your college advising office

COLLEGE OF MANAGEMENT          Undergraduate Program Office McCormack Hall, 5th Floor, Room 610

COLLEGE OF NURSING AND HEALTH SCIENCES College of Nursing & Health Sciences Student Services Science Building, 2nd Floor, Room 015

SCHOOL FOR THE ENVIRONMENT School for the Environment Science Building, 1st Floor, Room 12

NON-DEGREE STUDENTS          One Stop Center Campus Center, Upper Level, Room 120

Student Signature: ____________________________ Date: __________________

Authorized College Signature: ____________________________ Date: __________________

One Stop Signature: ____________________________ Date: __________________

Processed By: ____________________________ Date: ________________
University Withdrawal Information and Instructions

*University Withdrawal may be requested up to the last day of classes in the Fall and Spring Semester.

*University Withdrawal will result in grades of “W” for all courses in which you are enrolled.

*University Withdrawal becomes effective ONLY when this form with proper signatures has been submitted to the One-Stop or Registrar’s Office.

*Students who live in the Resident’s Halls must also contact the Office of Housing and Residence Life to cancel their HOUSING LICENSE. Email housing@umb.edu.

*Students should talk to their advisor before submitting this form.

Financial Aid:

Withdrawing from the University may have an impact on your Financial Aid. If you are receiving (or have ever received) any kind of Financial Aid, you MUST visit the One Stop Center (CC-UL-120) before withdrawing.

Tuition:

Please check the Bursar’s website for information on the Tuition Refund Schedule.
http://www.umb.edu/bursar/refund_policy

NOTE: If you leave UMass Boston with an unpaid balance, you will not be able to register for future classes, or request transcripts at UMass Boston until your bill is paid in full.

Returning to the University of Massachusetts Boston:

1. You must go to www.registrar.umb.edu/forms and print the Readmission Application form. You may also initiate your readmission on campus at the One Stop Center (Campus Center, Upper Level, Room 120).
2. Complete the form and submit it to the One Stop or mail/fax/email it to the Registrar’s Office.
3. If your GPA or Academic Progress is below that required for good academic standing, you must follow the procedures outlined by your College to apply for readmission. See the Readmission Form for instructions and procedures.

Remember: Incomplete grades which are not finished within one calendar year will change to failures, which may affect your reinstatement.

NOTE: Students who are not enrolled in classes at UMass Boston for four or more consecutive academic semesters may be responsible for meeting any new requirements implemented during their period of absence.

Completed and Signed forms can be returned to:

ONE STOP (CAMPUS CENTER, UPPER LEVEL)

EMAILED TO: REGISTRAR@UMB.EDU

FAXED TO: 617.287.6242

MAILED TO: OFFICE OF THE REGISTRAR, 100 MORRISSEY BLVD. BOSTON, MA. 02125.