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**.

2. You will initially be asked if you want to withdraw from all of your current classes. Select Yes.
3. When asked if you will be coming back for the next term select “Yes” and Continue.

4. You will then be asked the reason for your withdrawal. You may select multiple reasons.
5. You will then be taken to a page with the terms of your leave. Please read the terms and click Yes to submit.

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

**Term Withdrawal**

1. On the Home page of the Student Center select **Request Term/Total Withdrawal**.
2. You will initially be asked if you want to withdraw from all of your current classes. Select Yes or No as appropriate.

3. When asked if you will be coming back for the next term select “Yes” and Continue.
4. When asked if you would like to request a leave of absence for future term, select “No.”

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

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