Withdrawal from a Class

- You can withdraw from a class (most of the time) online through Banner. If you are a first-year student, you will not be able to withdraw online. You must come in person to your dean's office. (It is highly recommended NOT to withdraw from required classes—HCS 100, HIS 105/106, or ENG 160, as well as from developmental classes.

- Also, you MAY NOT withdraw from a class after the deadline (see the Registrar's page for current semester information and important deadlines).

**If you have a valid medical reason to withdraw from classes after the deadline**, you must contact your dean's office and have documentation from a licensed professional. The withdrawal must be for ALL CLASSES, and the request and documentation must come BEFORE CLASSES end for the current semester. No retroactive withdrawals can be honored once classes are over.

Leave of Absence

If you plan to not attend SHIP for one or two semesters, you would request a Leave of Absence. **To request a leave of absence**, you must go to your dean’s office to fill out the necessary paperwork.

Withdrawal from the University

If you do not plan to return to SHIP, to withdraw from the University you must go to your dean’s office to fill out the necessary paperwork.