

OFFICIAL WITHDRAWAL PROCESS

1. **Inform your Academic Advisor:** Email your Academic Advisor **AND** registraroffice@duny.edu from your DUNY email, and inform them that you want to officially withdraw from the University. The Office of the Registrar will then withdraw you from all courses if you are registered for courses.
2. **Complete Withdrawing Survey:** You will need to complete the Dominican University New York Withdrawing Student Survey through this link: <https://www.surveymonkey.com/r/LNRPRJS>.
3. **Have a \$0 balance:** Sign into your DUNY Portal account at <https://my.duny.edu> using your University username and password and check your balance to verify that you have a \$0 balance.
4. **Request Official Transcripts:** You can request your Official University transcript through this link: <https://www.getmytranscript.org>.

If you have any questions, please call the Office of the Registrar at 845.848.7811 or email registraroffice@duny.edu.

We wish you all the best in your future academic endeavors.