

# LEAVE OF ABSENCE/WITHDRAWAL FROM COLLEGE

Matriculated Undergraduate Students ONLY

*Graduate and Continuing Education students should not use this form.*

Name (please print): \_\_\_\_\_ ID# \_\_\_\_\_  
*First MI Last*

Permanent Address: \_\_\_\_\_ Local Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_

*City State Zip*

Current Major: \_\_\_\_\_ DOB \_\_\_\_\_

***Please read carefully:***

Submitting this form after the Course Withdrawal Period has begun will result in you receiving “W” grades for your classes. The Academic Calendar lists the date that Course Withdrawal begins each semester.

If you do not intend to return to SUNY New Paltz or are planning more than two semesters away, check option (1) WITHDRAWAL FROM COLLEGE. You will then have to apply for readmission in order to return. In this case, you may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. **Readmission is not guaranteed and is subject to the admission criteria in place at the time you reapply.**

If you intend to return to SUNY New Paltz within two semesters and want to preserve registration privileges, you should file a LEAVE OF ABSENCE and check option (2). A leave of absence may be taken for a *maximum* of two consecutive semesters (if you are leaving during the current semester, it counts as one of the two). You must receive prior approval for any course(s) taken at another institution while on leave by completing a *Transfer of Credit Application*. If you are planning to live on campus upon your return, you **MUST** contact Residence Life, (845) 257-4444, by May 1<sup>st</sup> for the Fall semester and by December 1<sup>st</sup> for the Spring semester. **If you do not return to SUNY New Paltz within the stated time period, you will automatically be withdrawn from the college and will need to reapply through the Office of Admissions if you wish to return.**

Students taking a Leave of Absence for medical and/or psychological reasons must receive clearance from the appropriate office(s) prior to returning. This documentation must address the diagnosis, prognosis and treatment plan for the semester of return. Additionally, the Director of the Student Psychological Counseling Center may require a student to participate in a psychological or mental health evaluation and the Director of the Student Health Services may require a student to participate in a medical evaluation to determine whether: 1) the student’s behavior poses a threat to the safety of the student or others, and the nature, duration and severity of the risk; 2) the threat to safety would continue if the student remains in college and/or in the residence halls; 3) the student’s needs for psychological and/or medical treatment exceeds the services at the college. In cases where the college’s services do not meet the needs of the student, clearance may not be granted until enrollment is secured in appropriate off campus treatment resources. **Students submitting a Leave of Absence for psychological reasons for the current semester, after the last day for course withdrawal for that semester (the Academic Calendar will list this date), will not be allowed to return for the next semester, but instead will be required to remain away from the college for two consecutive semesters, including the current semester.**

*Please check the appropriate request, secure the applicable signatures AND provide a brief explanation for your request on the reverse side of this form.*

1 -  WITHDRAWAL FROM COLLEGE    Effective date: \_\_\_\_\_

2 -  LEAVE OF ABSENCE for:    Spring \_\_\_\_\_    Fall \_\_\_\_\_

Semester returning \_\_\_\_\_

*I certify that I understand the conditions of this request.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Required Signatures, if applicable*

Signature of EOP Advisor: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Director of Residence Life: \_\_\_\_\_

Date \_\_\_\_\_

Last date in residence \_\_\_\_\_

Signature of International Advisor: \_\_\_\_\_

Date \_\_\_\_\_

**IMPORTANT:** You may lose your eligibility for Financial Aid! Under state regulations adopted by the Board of Regents, students who leave or withdraw from SUNY New Paltz during a semester in which they receive a TAP award may not be eligible for a TAP award for the next term in which they enroll. Under federal regulations, students who receive federal money (ie: Stafford, Pell, Perkins, SEOG) may incur liability to the College if they withdraw or take a leave of absence. *All students, whether or not they receive aid, must obtain a signature from the Office of Student Accounts, HAB 210.*

Authorized signature - Student Accounts: \_\_\_\_\_ Date \_\_\_\_\_

Future federal Financial Aid may be affected by excessive "W" grades. Consult with the Financial Aid Office if you are concerned about the impact of your leave or withdrawal on your progress toward degree. Students who receive state or federal loans, and are withdrawing, must contact the Student Loan Coordinator, HAB 302, for an exit interview.

Briefly describe your reason for requesting a leave of absence or withdrawal:

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- c: Student
- Financial Aid
- Student Health Service
- Campus Auxiliary Services
- Psychological Counseling Center
- Student Accounts
- Residence Life
- Student Affairs
- Major Department

- If applicable:
- International Advisor
  - International Education
  - Educational Opportunity Program

Please return this form to:

Academic Advising – WSB 03D  
 State University of New York at New Paltz  
 1 Hawk Drive  
 New Paltz, NY 12561

or fax to (845) 257-3575

Return completed forms to Dean of Academic Advising (WSB 03D) for final approval.

Dean of Academic Advising \_\_\_\_\_ Date \_\_\_\_\_