

LEAVE OF ABSENCE/WITHDRAWAL FROM COLLEGE

Name _____ Date _____
Address _____ Student ID N _____
City _____ State _____ Zip _____ Major _____
Concentration _____
Advisor _____

Please read carefully:

Leave of absence: A leave of absence is permission to be absent from the college temporarily, whether it is for medical, financial or personal reasons. You must submit written notification to your academic advisor if you intend to take a leave of absence from your graduate program of study. You must also complete the first option below – “Leave of Absence” or other relevant section and submit this form to the Graduate Program Director. If your requested leave coincides with your current registration, you must withdraw from your courses. If your leave extends beyond two consecutive semesters, please read the section below.

Withdrawal from College: If you do not intend to return to SUNY New Paltz or are planning more than two consecutive semesters away, check the second option below – “Withdrawal from College”. Selection of this option means you must apply for readmission if you later decide you would like to return to SUNY New Paltz. If you are readmitted, you may be subject to updated major and degree requirements. Please note that readmission to SUNY New Paltz is not guaranteed and is subject to admissions criteria in place at the time you apply.

Transfer Credits: Upon admission to SUNY New Paltz, you can request that your non SUNY New Paltz graduate course(s) be evaluated for possible transfer to your degree program of study. Only 6 or 9 graduate credits may be transferred to your graduate plan of study using the “Graduate Transfer Request Form.”

Withdrawing from Course(s): If your requested leave coincides with your current registration, you must withdraw from your course(s). Consult the schedule of classes for the dates you can withdraw from courses with and without payment. Seek the department chair’s assistance and/or that of your academic advisor if you are withdrawing from a course beyond the stipulated deadline. Be informed that a grade of F will appear on your transcript for each course that you do not drop. No record of enrollment will appear on your transcript if you drop your course(s) during the course change period. Courses dropped after the official course change period will be designated with a W on your transcript.

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 (i.e.: 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.**

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

Please check the appropriate request, secure the applicable signatures and provide a brief explanation

LEAVE OF ABSENCE Spring _____ Fall _____ Spring and Fall _____ Semester Returning _____
 WITHDRAWAL FROM COLLEGE Effective date: _____

I certify that I understand the conditions of this request.

Student’s signature _____ Date _____

continued on reverse

Required Signatures

Graduate Coordinator/Program Director _____ Date _____

Student Accounts _____ Date _____

(All Students, whether or not they receive aid, must obtain a signature from the Office of Student Accounts, HAB 210)

International Advisor, *if applicable* _____ Date _____

Director of Residence Life, *if applicable* _____ Date _____

Last date in residence _____

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

C: Financial Aid
Student Accounts
Major Department

If applicable:
International Education
Residence Life

Return completed form for final approval: The Graduate School
Haggerty Administration Building 804
State University of New York at New Paltz
1 Hawk Drive
New Paltz, NY 12561-2443

Or fax to: (845) 257-3284

Request granted for Spring semester only Fall semester only Spring and Fall semesters only

Request denied

Dean _____ Date _____