

## GRADUATE LEAVE OF ABSENCE

*Return completed form to Graduate, Professional & Interdisciplinary Studies (Old Main 127) or Email: [gradstudies@newpaltz.edu](mailto:gradstudies@newpaltz.edu)*

Name _____	Date _____
Email Address _____	Student ID <b>N</b> _____
Program of Study _____	Advisor _____

### 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 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 refer to the **Withdrawal from College** 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.

### Financial Implications

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, WH 114*

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, WH 124, for an exit interview.

### Leave of Absence

Term of Leave: \_\_\_\_\_ Term of Return: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Briefly describe your reason for requesting a leave of absence from SUNY New Paltz

### Required Approvals

*It is the student's responsibility to obtain the required approvals below prior to bringing it to the Office of Graduate, Professional & Interdisciplinary Studies.*

Program Approval _____ Advisor or Program Coordinator (REQUIRED) _____ Date _____	International Programs _____ If Applicable _____ Date _____
Residence Life _____ If Applicable _____ Date _____	Last Date in Residence _____ If Applicable _____ Date _____

Request Approved       Request Denied

Graduate Dean _____ (REQUIRED) _____ Date _____	Student Accounts _____ (REQUIRED) _____ Date _____
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