

GRADUATE LEAVE OF ABSENCE (or) WITHDRAWAL FROM COLLEGE

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

Name _____
 Email Address _____
 Program of Study _____

Date _____
 Student ID N _____
 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 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.

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.

Withdrawal from SUNY New Paltz

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.

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: _____

Withdrawal from College
 I do not intend to return to SUNY New Paltz or I am planning more than two consecutive terms away. I understand that if I decide to later return to the college, I must re-apply for admission.

Student Signature _____ Date _____

Student Signature _____ Date _____

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

Request Approved Request Denied

Graduate Dean _____
 (REQUIRED) _____ Date _____

Student Accounts _____
 (REQUIRED) _____ Date _____