

LEAVE OF ABSENCE/WITHDRAWAL FROM COLLEGE

Name _____ Date _____

Address _____ Major _____

City _____ State _____ Zip _____ Concentration _____

Student ID _____ Advisor _____

All students admitted to a graduate program at SUNY New Paltz, unless they are on an officially approved Leave of Absence, are required to be continuously registered in the fall and spring semesters throughout their degree program from their first semester of enrollment through their graduating term.

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.

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:

- All requirements for a graduate degree, including transfer credits, must be met within seven years of the completion date of the first course listed on the plan of study. After that date, students’ matriculation status may be canceled.
Some programs may specify a shorter period.
- Students working as a Teaching Assistant (TA) or Graduate Assistant (GA), or are receiving funding through the GOPW or Sojourner Truth Fellowship must contact Graduate Studies prior to taking a leave of absence.
- You may lose your eligibility for Financial Aid!** Federal Aid, including Federal Direct Loans, may be adjusted based on the percentage of the semester completed, possibly resulting in a balance being owed to the College. This is known as a Title IV Recalculation. Future federal aid may be affected by excessive “W” grades. Consult with the Financial Aid Office, WH 124, for detailed information on the effect of your leave or withdrawal on your progress towards degree and aid eligibility. Direct Loan borrowers must complete exit counseling with the Financial Aid Office or online at studentloans.gov.
All students, whether or not they receive aid, must obtain a signature from the Office of Student Accounts, WH 114.

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

- Leave of Absence**
Indicate applicable term(s) for leave: Fall 20____, Spring 20____, Summer 20____ TERM returning: _____
- Withdrawal from College**



I certify that I understand the conditions of this request.

Student's signature _____ Date _____

Required Signatures

It is the student's responsibility to obtain the signature of the Graduate Coordinator/Program Director (and the international advisor and/or director of residence life, if applicable) prior to bringing the form to the Office of Graduate and Extended Learning.

Graduate Coordinator/Program Director _____ Date _____

International Advisor, if applicable _____ Date _____

Director of Residence Life, if applicable _____ Date _____

Last date in residence, if applicable _____

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

Return completed form to:

Graduate and Extended Learning
Old Main 127
State University of New York at New Paltz
800 Hawk Drive

New Paltz, NY 12561-2442

Or fax to:

(845) 257-3284

Approval

Request Approved _____ Request Denied _____

Assistant Vice President for Graduate and Extended Learning Date _____

Request Approved _____

Date _____ (This is the effective date of the leave or withdrawal.)

Student Accounts