

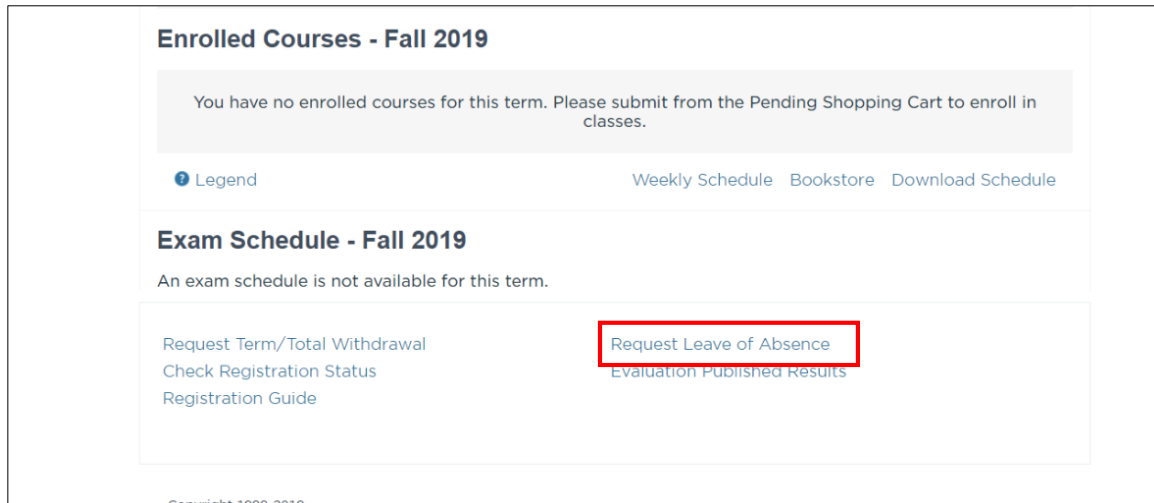


LEAVE OF ABSENCE STUDENT GUIDE

Students can request a leave of absence from the University through the Albert Student Center.

Leave of Absence

1. On the Home page of the Student Center select **Request Leave of Absence**.



The screenshot shows the Student Center Home page. At the top, there is a section titled "Enrolled Courses - Fall 2019" with a message: "You have no enrolled courses for this term. Please submit from the Pending Shopping Cart to enroll in classes." Below this are links for "Legend", "Weekly Schedule", "Bookstore", and "Download Schedule". The next section is "Exam Schedule - Fall 2019" with the message: "An exam schedule is not available for this term." Below this is a grid of links: "Request Term/Total Withdrawal", "Check Registration Status", "Registration Guide", "Request Leave of Absence" (highlighted with a red box), and "Evaluation Published Results". At the bottom left, there is a small copyright notice: "Copyright 1999-2019".

2. You will initially be asked if you want to withdraw from all of your current classes. Select Yes or No as appropriate.



The screenshot shows the "Leaves and Withdrawal Requests" form. At the top, there is a purple header with the title "Leaves and Withdrawal Requests". Below the header, there is a "Name" field with a blacked-out value and a "Request Date" field with the value "03/25/2019". The form is titled "Student Request Information" and contains the following text:

You can use this form to:

- Withdraw from all of your classes (term withdrawal)
- Withdraw completely from the University (total withdrawal)
- Take a Leave of Absence

You do not need to complete this form if:

- You are dropping/adding individual classes but will remain enrolled in at least one class
- You will have a half-time or full-time equivalency for the semester (Graduate students only)
- You will maintain matriculation for the semester

Do you want to withdraw from **all** of your Spring 2019 classes?

No

3. You will be brought to a screen asking if you would like to request a leave of absence for a future term. Select “No”

Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

Student Request Information

Will you be coming back for your next required term?

No

For most students “required terms” are fall and spring. Some programs require enrollment in January and/or summer term. If you are in one of these programs, please take this into consideration when answering this question.

[Back](#) [Continue](#) [Cancel](#)

4. Next you will select the reason for your leave. You may select more than one reason.

Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

Student Request Information

Why are you requesting a Leave of Absence? *Select all that apply.*

Military service	<input type="radio"/> No
Health-related reasons	<input type="radio"/> No
Financial reasons	<input type="radio"/> No
Academic reasons	<input type="radio"/> No
For non-health-related personal reasons	<input type="radio"/> No
Because my social needs are not being met	<input type="radio"/> No
To pursue other professional opportunities	<input type="radio"/> No
To serve with foreign aid service of Federal Government (eg: Peace Corps) or official church mission	<input type="radio"/> No

[Back](#) [Continue](#) [Cancel](#)

5. Then choose the semester you intend to return.

Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

Student Request Information

When do you intend to return?

[Dropdown Menu]

Back **Continue** **Cancel**

6. You will then be brought to a page with the terms of your leave. Please read the terms and click yes.

Leaves and Withdrawal Requests

Name [REDACTED]

Request Date 03/25/2019

You have requested to withdraw from all of your classes for the Spring 2019 term and take a leave of absence with the intention of returning to New York University for the January 2020 term. Is this correct?

- o I hereby accept financial responsibility for all charges (including collection of fees) associated with the above class withdrawals according to the University refund/liability schedule. To view the refund policy, please click here [Refund Policy](#)
- o I acknowledge that it is my responsibility to familiarize myself with University policy and procedure regarding registration, drop/withdrawal, and refunds.
- o I further understand that dropping/withdrawing below full time status may jeopardize my financial aid eligibility and/or immigration status (for students on F1 or J1 Visas).

Yes **No**

7. Your request will be reviewed by the Dean of Students and you will be notified once it has been processed.