



STUDENT LEAVE OF ABSENCE FORM

A student may request a Leave of Absence from the University before the start of the term. To be official, the request must be submitted in writing to the Registrar. When granted, the student is permitted to maintain matriculated status although not in attendance and to resume study without applying for readmission. Leave of Absence status is ordinarily granted for no more than two semesters. A student who has been away from the University for more than one year must reapply. If accepted, the student will be held to the current University and program requirements. Contact the Office of the Registrar with questions at 845.848.7811.

Student Name (PRINT): _____

Student ID Number: _____

Student Mailing Address:

Student Email: _____

Student Home Telephone / Cell Phone

Home: _____ Cell: _____

Please contact the Office of the Registrar to update any of this contact information that changes while you are on a Leave of Absence.

I request a Leave of Absence for the _____ YEAR _____ TERM(S)

Reason: _____

Student Signature

Date