

**LEAVE OF ABSENCE FORM**

***Instructions: IT IS THE STUDENT’S RESPONSIBILITY TO INITIATE THIS PROCESS.*** *MATRICULATED STUDENTS WHO INTERRUPT THEIR STUDY (including Supervised Fieldwork), MUST REQUEST A LEAVE OF ABSENCE IN WRITING FROM THE CHAIR OF THE PROGRAM.*

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*The Chair will notify the student in writing of the approval or denial of the leave and will inform the appropriate Program Director. If a leave*

*is granted, a date for return to the program must be recorded. (Normally, there is a five-year time period to complete all degree requirements. The leave of absence extends this matriculation period by the length of time for which the leave is granted).*

*The Chair will forward a copy of the leave of absence notification to the Registrar who will process a drop or withdrawal from any course and/ or fieldwork currently in progress, and who will notify the Admissions Office if appropriate.*

*The regular calendar for tuition liability and refunds will apply and will be based on the date that the request for a leave of absence is received by the Chair\*. Students granted official leaves of absence will not be charged maintenance of matriculation fees. Students may be required to complete additional course work in order to resume matriculation.*

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*Complete Part One, including visiting the Financial Aid Office to receive a signature, and return this form to the Chair of your departmenr.*

**PART ONE - TO BE COMPLETED BY STUDENT**

Last Name

First Name

Social Security Number

Bank Street ID Number

Reason for leave (indicate the reason and attach supporting documentation):

In order for your withdrawal to be processed, a Financial Aid counselor must sign off. Please visit room 639 to obtain a signature.

Financial Aid Signature

**PART TWO - TO BE COMPLETED BY DEPARTMENT CHAIR**

Date

Chair’s Signature (signifies approval)

\*Date request received by Chair

Start date of the leave

End date of the leave

Comments:

*Notifications—Please fill in today’s date and the Program Director’s name. Make three photocopies of this form and forward copies as indicated:*

 Date

Copy sent to student

 Date

Copy sent to Program Director:

Date

Copy sent to Registrar’s Office

**Bank Street College of Education Graduate School of Education**

**Registrar’s Office| Room 111 | 212-875-4406**

**REGISTRAR USE ONLY:**

CHOP or WD processed by Date

LOA entered into computer by Date



**Interruptions in Study**

**Leave of Absence**

Sometimes it becomes necessary for students to interrupt their study. In these instances, students should request a formal leave of absence by completing this Leave of Absence form. Normally students have five years to complete all degree requirements. A leave of absence extends this matriculation period by the length of time for which the leave is granted. It is therefore in the student’s interest to apply for a leave of absence when he or she will not be in attendance for a semester or for a year.

Each request for a leave of absence is reviewed by the Registrar’s Office, and the student is then notified in

writing of the approval or denial of the leave. Obtaining written approval from the student’s department chair is part of the process.

Leaves of absence may be granted for up to one year. If a leave is granted, a date for the student’s anticipated

return to the program must be established and recorded. Students who find that they need more than the one-year maximum leave of absence, and who therefore do not return to the College after that year, will be contacted by the College and granted a six-month grace period to decide whether to resume their studies or withdraw from the College. Students who do not respond to the College’s inquiries as to their status will at this point be automatically withdrawn from the College. If, at a later time, a student who has withdrawn (or been withdrawn) wishes to return, he or she must apply through the Office of Graduate Admissions for readmission to the College. When students resume matriculation, they may be required to complete more course work than is normally required for the completion of their program.

**Medical Leave of Absence**

Students who are unable to continue courses and/or supervised fieldwork for medical reasons should write directly to the registrar requesting a medical leave of absence. Generally, students are required to apply for a medical leave during the term in which the illness begins. The student’s letter should be accompanied (or followed) by a letter that provides supporting documentation of the illness from the attending health practitioner. The Registrar’s Office will review the request and notify the student in writing of the approval or denial of the medical leave. The registrar will also inform the student’s department chair, program director, and advisor. The registrar will also process a withdrawal from affected course and/or fieldwork currently in progress, and refund applicable tuition paid for the term (not registration fees). If granted, the medical leave of absence extends the student’s matriculation period by the length of time for which the leave is in effect. When students are ready and able to resume matriculation, they should contact the Registrar’s Office. The College reserves the right to require a student to provide documentation from his/her medical provider attesting to the student’s readiness to resume studies. They may be required to complete more course work than is normally required for their program, depending on the duration of the medical leave.

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