

## Leave of Absence Request

**Name** \_\_\_\_\_ **Student ID (N#)** \_\_\_\_\_  
Last Name First Name MI

**Gender:**  Male  Female **Enrolled in BPE Program:**  Y  N  
**International Student:**  Y  N **Enrolled in BS/MS Program:**  Y  N

Leaves of absence are granted for a period of up to two semesters in a student's career at the Undergraduate College. The typical period for a leave is one semester, but students may request a second semester as well. Students on an unauthorized leave must apply for readmission to the Undergraduate College with no guarantees of acceptance<sup>1</sup>.

Leaves are not granted after the ninth week of the term except for compelling personal or medical reasons. Refund percentages are based on the University Bursar's schedule of refunds and are not granted after the second week of the term. Students are responsible for financial aid renewal and housing applications while on a leave of absence.

No credit will be awarded for domestic or international classes taken while on a leave of absence.

**Reason for Leave of Absence:**

Medical<sup>2</sup>  Financial  Personal  Military<sup>1</sup> (specify: \_\_\_\_\_)

**Duration:**  1 term  2 terms  4 terms (*military leave only*) **Start Term:** \_\_\_\_\_ **Return Term:** \_\_\_\_\_

**Cumulative GPA:** \_\_\_\_\_ **Currently on academic probation?**  Y  N

**Number of credits currently in progress:** \_\_\_\_\_ **Do you receive financial aid?**  Y  N

**Number of credits earned:** \_\_\_\_\_ **Do you reside in university housing?**  Y  N

**Contact information (during leave):**

**Mailing address:** \_\_\_\_\_  
 \_\_\_\_\_

**NYU-Stern Email:** \_\_\_\_\_

**Personal email (Non-NYU/Stern):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

- I have reviewed and discussed the Family Educational Rights and Privacy Act (FERPA) with an adviser.
- I have reviewed the policy on leaves of absence and accept these terms. I have discussed the alternatives and implications of a leave, and respectfully petition the Office of Undergraduate Advising for approval.

\_\_\_\_\_  
**Student Signature** **Adviser Signature** **Date**

<sup>1</sup>International students are advised to meet with a counselor at the Office of Global Services (OGS) prior to taking a leave of absence to ensure that their visa status allows for a leave and to discuss implications that might arise. International students whose home countries require two years of military service will not need to apply for readmission after a leave of absence for military service, provided that they meet the following conditions: (1) they are on leave for just four regular semesters (e.g. fall and spring) and (2) they provide documentation of their military service during that time and an honorable discharge certificate, accompanied by an English translation by an accredited third-party translator.

<sup>2</sup>Medical leaves require supporting documentation from the Student Health Center or Counseling and Behavioral Health Services. Students returning from medical leave will require clearance from the Student Health Center or Counseling and Behavioral Health Services prior to enrolling in classes.