

# SARAH LAWRENCE COLLEGE

# GRADUATE STUDIES

## GRADUATE STUDENT LEAVE APPLICATION

### **Please do the following:**

- Read the information about types of leaves carefully
- Complete and sign the form
- Email the form to your Program Director

### **TYPES OF LEAVES**

#### **Leave of Absence**

Requests for leaves of absence are discussed with and approved by an individual student's program director, and notification is given to the dean of graduate and professional studies. Leaves are granted for only one year at a time and rarely for more than two years in total. An unapproved leave is a withdrawal.

Students with loans should consult the Office of Financial Aid regarding loan obligations during the leave. International students should also meet with Shirley Be, the International Student Adviser, in the Office of Graduate and Professional Studies before taking a leave of absence. Students on leave from the College or on an off-campus year, who wish to maintain their matriculation status, are charged a fee.

#### **Withdrawal**

Students withdraw from the College either voluntarily or involuntarily. A student who initiates a withdrawal at any time of the year is expected to confer with the program director and submit a written statement to the dean of graduate and professional studies before leaving campus. A student who wishes to resume study at the College after having initiated a withdrawal should write to the dean of graduate and professional studies requesting readmission. Typically, the student should expect to reapply to their program. Graduate students whose progress or performance fails to meet the standards of the program may be required to withdraw from the program and the College.

#### **Medical Leave**

A medical leave may be requested by a student for medical reasons that interfere with the student's ability to function academically. Students must consult with one of the Health & Wellness directors to begin the process of applying for a medical leave. If you are considering taking a medical leave, please contact: Mary Hartnett, Director of Medical Services at [mhartnett@sarahlawrence.edu](mailto:mhartnett@sarahlawrence.edu) or call 914.395.2350.

## **LEAVE APPLICATION**

**Date:**

**Legal Name:**

**Preferred Name:**

**SLC ID #:**

**Type of Leave You Are Applying For:**

- Leave of Absence
- Withdrawal

*Note: Please do not complete this form if you are considering taking a Medical Leave. Please contact Mary Hartnett, Director of Medical Services at [mhartnett@sarahlawrence.edu](mailto:mhartnett@sarahlawrence.edu) or call 914-395-2350.*

**If Leave of Absence, Semester(s) You Will be on Leave:**

**Program:**

**Class:**

- G1 (first year)
- G2 (second year)
- G3 (third year)

**Division: GRADUATE STUDIES**

**Student Signature:**

**Program Director Signature:**

**Dean of Graduate & Professional Studies Signature:**