



Student Guide to Withdrawal & Leave of Absence

Leaving college is a major life decision that has many personal, academic and financial ramifications, which differ from student to student and from week to week within the semester. **It is your responsibility – and it is in your best interest – to weigh your options and consider carefully how leaving Marist will impact you prior to signing yourself out.** This Guide points out the relevant considerations. View this as a starting point in gathering the data you need to make the best choice.

Appointments are available for students who desire a consultation before making a decision. *Extenuating personal or medical circumstances that force a student to take a Leave or Withdrawal should be supported with documentation and will be included in the student's file.*

Withdrawals and Leaves of Absence are granted by the Center for Advising and Academic Services (CAAS) ONLY.

Published by the Center for Advising and Academic Services

*Students can come to the CAAS office in Donnelly Hall 224 to sign the **Withdrawal / Leave of Absence** paperwork. Students can also request to withdraw or take a leave of absence in writing by fax or e-mail from a valid Marist e-mail account. Included in the request should be the reason, CWID# (not social security number) and signature (if done in writing).*

Definitions

Leave of Absence:

Granted for one semester for students who plan to return to Marist. Leave can be renewed for one additional semester if needed, (limit 2 consecutive semesters).

Withdrawal:

Departure from Marist with no plan to return. Students withdrawing from Marist will be expected to complete an online survey concerning their withdrawal.

MARIST

You will most likely need to visit or contact the following offices:

Center for Advising and Academic Services

Donnelly Hall 224
845-575-3500

Student Financial Services

Donnelly Hall 200
845-575-3230

Housing

Midrise 387
845-575-3307

Security

Donnelly Hall 201
845-575-3000 ext. 2282

Registrar

Donnelly Hall 203
845-575-3250

Marist Card Office

Donnelly Hall 241
845-575-3550

Bookstore

Student Center 380
845-575-3260

Post Office

Student Center, Second Floor
845-575-3000 ext. 2131

Your Academic Record

Students cannot avoid academic action by taking a leave or withdrawing. Leaves will be finalized after a review of that semester's grade report. A student who meets the criteria for dismissal will be dismissed at the end of the semester rather than be granted a leave or withdrawal. Dismissal will be recorded on your transcript. Students withdrawing from their courses after the official deadline will have all "W/F's", (= "F") recorded for that semester. The consequences of all "W/F's" is dismissal from the College.

Extenuating personal or medical circumstances that force a student to take a leave or withdrawal must be supported with documentation and will be included in the student's file.

If you are requesting a Leave of Absence (LOA) be aware of the following:

The primary difference between a LOA and a withdrawal from the College is the student's intent to return. Students who request a LOA are relatively certain that they will register for courses at the end of their requested time off. Therefore, registration information is mailed to them at the home address presently on file with the Registrar's Office. You should update your contact information with this office. Students interested in taking courses at another institution during a LOA must complete the appropriate paperwork available in the Registrar's Office prior to enrolling.

Have your transcript sent to your new institution by the Registrar's Office

If you are transferring to another college or planning to take courses while on a LOA, you should go to the Registrar's Office to fill out a transcript request so that a copy of your Marist transcript (including the current semester) will be forwarded to your new institution.

If you are unsure of your academic plans, consider having your transcript sent to your home address. The transcript is considered official as long as the seal on the envelope is unbroken. Transcripts must be requested in writing with an original signature by the student. You should leave sufficient time between your request date and your new college's deadlines to allow for processing. The fee for each transcript is \$3.



Financial Consequences

Visit the Office of Student Financial Services

It is up to each student to fully assess the financial implications of exiting the College. Students should be aware that scholarships and grants are not typically rewarded when you decide to return to Marist. Given that each situation is different and that the stakes are often high, students are responsible for consulting the Student Financial Services Office regarding the impact of a LOA or withdrawal on his/her particular aid package prior to signing out.

Speak with a representative to determine the financial impact of leaving

CAAS will notify Student Financial Services of your decision to leave so that you will not be billed for subsequent semesters. Be aware that bills for the coming semester may be sent before the student's leave is processed. Refunds are processed upon your request and they are typically issued four weeks after departure. Please note that if a student withdraws during the semester, they may stand to lose a portion of their Title IV funds, (Stafford, Pell Grants, Perkins, etc.). Funds are awarded based on number of days attended and a gap may exist between what was awarded and what you owe for the semester. A student withdrawing after the full tuition refund period may owe money to the College.

Notify your lenders regarding student loans, repayment requirements, and options

If you have taken out student loans, you will need to notify your lending institution regarding your withdrawal from Marist. If you have a tuition payment plan, you should contact the company so they can notify Student Financial Services how much of the contract has been paid. If you are transferring, you will also need to provide the bank with the name of your new institution. If you are not planning to resume study, keep in mind that your loans will go into repayment 6 months after you cease to be enrolled for 6 credits or more. You may wish to begin your schedule of repayments immediately to avoid using your one-time grace period while your total education debt is lower. Ignoring this responsibility can have a lasting impact on your credit rating and on your ability to borrow in the future. You must also complete an Exit Interview for both Federal Perkins and Stafford Loans. Contact the Student Financial Services Office regarding your loans.

Request a refund of your Marist Money or spend it before you leave

If your Marist Money account is paid in full and your balance is over \$20.00, you will need to send the Marist Card Office a letter with your name, address, and CWID to receive a refund. Any unused Marist Money balance below \$20.00 is non-refundable, so students are encouraged to spend the balance of their funds before leaving campus.

Spend your Thrifty Cash before you leave

Thrifty Cash is an agreement between the student and Sodexo. Unused Thrifty Cash is non-refundable, so students are encouraged to spend the balance of their funds before leaving campus. Your Sodexo Meal Plan works differently. If you are leaving during the middle of a semester, you may be reimbursed for the remainder of the semester's meals. Any credits will be applied to your student account following the procedure detailed above.

Clear up any possible "flags" on your account at Marist

You may need a Marist transcript for a future academic endeavor or employment opportunity, or you may wish to return to the College in the future. You will also want to preserve your good credit rating. Therefore, it is in your best interest to make sure that you return all of your library books, pay any overdue fines, settle outstanding parking tickets, etc. before you leave campus.



Campus Life

Notify Housing to discuss your room deposit (if applicable) and return your key

Stop by the Office of Housing & Residential Life to inform them of your withdrawal or leave. Turn in your keys to the office or to your RA or RD. Check out with the RA or RD for room inspection upon your departure. Your room must be in good condition or you will be billed for damages. If you are leaving during the semester, remember that the Housing Office maintains their own schedule for room and board refunds, which is published in the Catalog. Also be aware that during your absence you will not be earning priority points, so there is no guarantee of campus housing should you decide to return to the College.

Please note that notifying the Housing Office that you are leaving Marist, does not constitute an official withdrawal. ONLY THE CENTER FOR ADVISING AND ACADEMIC SERVICES in Donnelly Hall 224 can officially process your Withdrawal or Leave of Absence.

Turn in your ID card

Return you ID to the Safety and Security Office only if you are withdrawing.

Go To The Post Office

Return your mailbox key to the Post Office and fill out a Change of Address form so that mail can be forwarded to your new address or home.

Consider your book returns

Keep in mind that you may need some of the books that you have already purchased for any future coursework you may pursue. As you know, textbooks are expensive and refunds are issued at a percentage of your total cost. Think about keeping books you may find yourself purchasing again in the future. You also have the option to sell your books back to the College Bookstore in accordance with their policies and procedures.

Consider the impact on your health

Many insurance companies request enrollment verifications, which are completed by the Registrar's Office each semester, to ensure that you are still a full-time student. When you cease to be enrolled as a full-time student, your ability to remain on your family's health insurance may be jeopardized. Do not leave yourself uninsured!

Center for Advising & Academic Services

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Poughkeepsie, NY 12601

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