

Bard Academic Leave of Absence Application

Who should complete this form?

Any student planning to earn credit towards his or her Bard degree by studying at another institution (including study abroad), or on a semester-long Bard program abroad. **Students who do not receive Executive Committee approval for their course of study before taking a leave of absence will not receive credit at Bard College for courses taken during that time.**

What information do I need to provide, and what is the deadline?

1. Detailed information about the institution at which you plan to study, and particulars of your planned course of study including course descriptions.
2. A statement explaining the rationale behind your proposed leave, its relationship to your long-term academic goals, and its effect on your Bard program after you return. This statement should be one-half to one page in length.
3. This completed application must be submitted by May 1 for a leave in the following fall semester, and by November 15 for a leave in the following spring.

Who do I need to see, and what signatures do I need to collect, before handing in this form to the Registrar?

(YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT ALL APPLICABLE SIGNATURES)

1. Your academic adviser.

2. **Jonathan Becker**, *Dean of International Studies*. You should set up a meeting with Dean Becker after you have obtained your adviser's signature. Please bring all relevant materials, including program information and your rationale to that meeting.
3. If, while away, you plan to study a foreign language that is taught at Bard, you must get the approval of a professor who teaches that language at Bard. Dean Becker has a list of who you should contact for each language.

Who finally approves my application?

The Executive Committee of the faculty. The committee meets every Wednesday morning of the semester. To be considered on the following Wednesday, completed applications must be received by the Registrar no later than Tuesday at one o'clock.

To be completed by the student

Name

Last

First

Middle

Campus Phone

Date

Current Level First-Year Sophomore Junior Senior

Major

Credits to Date

Moderated Yes No Moderating this semester

Proposed Period of Leave Fall Spring Full Academic Year Year:

Planned date of return to Bard Fall Spring Year:

Name of College or University at which you propose to study

Country (if study abroad)

Credit System (semester hours, quarter hours, and average number of credits per course)

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Course No.	Course Title *	Credits Requested	Credits Approved

*Please also attach course descriptions. If you cannot provide specific course information, please enter total number of credits.

- Please list the specific courses you propose taking. If you are not sure, list representative courses. Final credit determination is at the discretion of the registrar. Students are advised to contact the registrar before registering for specific classes to ensure credit transfer.
- Students who do not receive Executive Committee approval before taking a leave of absence will not receive credit at Bard College for courses taken during that leave.
- It is the student's responsibility to contact the student accounts and housing offices before leaving. Students receiving financial aid should contact that office to determine their status.

I have read and accept the conditions above and have received the global study checklist:

Signature of Student

Date

To be completed by the adviser

Please comment on the proposed program of study

I have met with the student and approve of the proposed academic leave:

Signature of Academic Adviser

Date

To be completed by Jonathan Becker, Dean of International Studies

Signature of the Dean of International Studies

Date

For students planning to study a foreign language:

I have met with the student and approve of the proposed academic leave:

Signature of foreign language faculty

To be completed at the Executive Committee meeting:

Signature of Divisional Chair

Date