

Bard Leave of Absence/Withdrawal Procedure

Before taking a Leave of Absence

1. Complete the Leave of Absence/Withdrawal Questionnaire.
2. A. For a **Personal, Medical, or Conditional Leave of Absence**, meet with one of the deans in the Dean of Students Office.
B. For a **Withdrawal**, meet with one of the Deans in the Dean of Students Office.
C. For an **Academic Leave of Absence**, (to study abroad or at another institution with the U.S.), see the Registrar or the Dean of International Studies. You must complete an "Application for an Academic Leave".
3. Speak with Financial Aid. (Your leave may affect your financial package/scholarships.)
4. If you are taking a Leave of Absence during the fall semester, pick up FAF papers from Financial Aid before leaving campus.
5. If taking a Leave of Absence after the semester begins, please refer to the "Refunds after Registration" policy in the college catalog. It is your responsibility to learn about any potential refund before you leave campus.
6. You **MUST** remove all personal items from the college property, including those in storage. The college will not take responsibility for lost or stolen items. You will be charged a fine for items left in the room that need to be removed.

Returning from a Leave of Absence

1. Submit **written notification*** of plans to return from a Leave of Absence to:

- Dean of Students Office, doso@bard.edu
- Student Accounts, Vicky Papadimitriou (vpapadim@bard.edu)
- Financial Aid, Denise Ackerman (ackerman@bard.edu)
- Registrar's Office, Peter Gadsby (gadsby@bard.edu)
- Office of Residence Life, reslife@bard.edu**

Notification Deadlines***

Fall Semester: **May 1**
Spring Semester: **November 1**

*Include accurate contact information, (ie: address, phone number, email), where you may be reached.

**Indicate whether you plan to live on or off campus. If you plan to live on campus, list at least three preferences for housing. The more information you provide us, the better we can satisfy your housing needs. Please note that housing is only guaranteed for first-year students.

***Should you fail to meet these deadlines, we cannot guarantee your housing or registration.

2. Students on a Leave of Absence are eligible for registration and roomdraw **ONLY** if they have:
 - A. fulfilled their financial obligations,
 - B. contacted the appropriate administrative offices, and
 - C. followed stated policies and procedures.Students who wish to enter roomdraw must contact the Office of Residence Life by the above deadlines.
3. A. Students **CANNOT** return from a Medical Leave of Absence or a Conditional Leave of Absence (involuntary), without first providing the Dean of Students Office with requested information or documentation, which will differ for each case (ie: doctor's report, psychiatric report, etc.). The Dean of Students Office must **APPROVE** the student's return to campus.
4. Students on an Academic Dismissal or an academic Mandatory Leave of Absence, must apply for readmission. They **CANNOT** rematriculate without approval from the Dean of College and the Executive Committee.

Bard Leave of Absence/Withdrawal Questionnaire

To be completed by the student

Name _____

Last

First

Middle

Student ID# _____ Date _____

Home Address _____

Home Phone _____

Campus Address _____

Campus Phone _____

Current Level First-Year Sophomore Junior Senior

Major _____ Advisor _____

Credits to Date _____ Moderated Yes No Moderating this semester

Current academic standing Good Warning Probation Dismissed

Enrollment Status Full time Part-time

Housing status On-campus Off-campus

Resident status In-state Out-of-state International

Admission status Regular IDP

Financial status Financially independent? Yes No

Receiving financial aid? Yes No

On-campus employment? Yes No

If Yes, list department _____

Educational History Type of school attended prior to coming to Bard:

Public High School Private High School Junior College 4 Year College

Reason for Leave **Leave of Absence** **Withdrawal**

Personal Personal

Medical Medical

Conditional* Transferring to another college

Effective Date of Leave Month _____ Day _____ Year 20_____

Expected date of return (if applicable) Fall Spring Year 20_____

I have received the Leave of Absence Procedure document _____

(student initial)

*For Conditional Leaves of Absence:

I understand that rematriculating is conditional and dependent upon fulfillment of the outlining conditions from the Dean of Students Office and have discussed these conditions with the Dean of Students Office.

(student initial)

Signature _____ Date _____

(continue on next page)

Please explain (in detail) why you wish to take a leave of absence: (i.e., desire to travel; emotional difficulties; [relationships / family]; inadequate study habits; unexpected expenses; financial general / specific).

Please do not write in this area

Administrative comments:

Exit interview conducted by _____

Date of Leave: Month _____ Day _____ Year 20_____

Date of return: Month _____ Day _____ Year 20_____