Leave of Absence from the College

179 Livingston Street, Brooklyn, NY 11201 • Office of Academic Affairs • academicaffairs@sfc.edu

A student may request a leave of absence for one or two semesters. The leave request must be filed no later than the last day of the add/drop period. The reason for leave must be indicated on the form so that the Academic Dean's office may follow up appropriately. A leave begins at the end of a regular semester and shall not be granted for more than two semesters during the pursuit of the degree. The student is expected to return at the conclusion of the leave or request an extension of the leave. Students subject to disciplinary action, including but not limited to suspension, are not eligible for a leave of absence. A leave will not be granted or will be rescinded under these circumstances. Students must submit the Leave of Absence/Withdrawal form from the Institution and must participate in a discussion on the decision to file for Leave with a representative from the Academic Dean's office. International students also need the signature of the International Student Advisor/DSO.

The Office of the Registrar communicates with students on leave reminding them of the advising/registration period.

Students are reminded that any loans they have taken to help fund their education may go into repayment immediately after a period of non-enrollment. Students are advised to meet with a financial aid counselor to discuss the implications of leave on their aid package. Unregistered students who do not submit a formal leave of absence, or do not return at the conclusion of their two-semester period of approved leave period, are withdrawn from the college and must meet with Admissions and reapply, if they wish to return.