Military Leave of Absence

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

Students who receive orders for active military duty should complete a Leave of Absence/Withdrawal form and indicate "Active Duty" as the reason for the leave. Students should also provide a copy of their military orders when possible. If the orders are not immediately available, students may begin the leave process and submit the documentation upon their return.

If military leave occurs late in the semester, students may work with their professors to arrange an In-Progress (IP) grade option.

After completing active military duty, students may return to St. Francis College by notifying the Office of the Registrar in writing of their intention to resume their studies. Eligible students will be automatically readmitted to the College.