

Student Guide to Withdrawal & Leave of Absence

Leaving college is a major life decision that may have many personal, academic and financial ramifications, which differ from student to student and from week to week within the semester. **It is the student's responsibility – and it is in their best interest – to weigh their options and consider carefully how leaving Marist will impact them prior to signing themselves out.** This Guide points out the relevant considerations. This is a starting point in gathering the data to make the best choice.

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

When possible, students should come to the CAAS office in Donnelly Hall 224 to complete the Withdrawal / Leave of Absence paperwork. Otherwise, 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 to Advising@marist.edu.

Included in the request should be the reason, CWID# (not social security number), intent to return (if applicable), and signature (if done in writing). Any supporting documentation needs to be emailed or faxed no later than 5 days from the original withdrawal/leave of absence request.

Leave of Absence vs. Withdrawal

The difference between a leave of absence and a withdrawal is the lapse of time.

If a student intends to return to the College and will do so before 180 days, the initial request will be processed as a leave of absence. If a student does not return to the College before 180 days, the request will be changed to a withdrawal.

If a student has no intention to return to the College or if they are planning on returning after 180 days the initial request will be processed as a withdrawal.

In either case, students can return to Marist, provided they follow the Returning to Marist process as listed on page 4 of this brochure.

Center for Advising & Academic Services

Donnelly 224
3399 North Road
Poughkeepsie, NY 12601
Phone: (845) 575-3500
Fax: (845) 575-3502
Call/Text: (845) 418-6711
E-mail: Advising@marist.edu
Website: www.marist.edu/academics/advise
Facebook: Marist CAAS
Twitter: @MaristCAAS

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

The federal government allows students to receive a leave of absence only if they will be returning within a 180 day period. Students who request a LOA must be certain that they will be able to *begin* their next semester before the end of the 180 day period. Registration is typically in November for spring term and April for the fall term. Consult the Registrar's website (<http://www.marist.edu/registrar/>) for details in the month prior to the registration period. Students can take courses at another institution during a LOA, with prior approval. They must complete the [Permission to Take Courses Elsewhere form](#) available on the Registrar's website prior to enrolling at the new institution.

Leaves or Withdrawals for Medical Reasons

When a student is forced to leave the College due to extenuating personal or medical circumstances, they must provide documentation to the CAAS office that supports their leave.

Any student who exited the College due to medical reasons will also be required to submit medical documentation to the Wellness Center, prior to their return, that clears them to return to the College. The documentation must be from a medical professional and include a summary of diagnosis, treatment, ability to return to campus and fulfill the academic requirements of enrollment, and any need for accommodation or ongoing treatment while at Marist. The Marist College Wellness Center professional staff will review this documentation and advise whether additional information and/or an interview or on-campus meeting is required.

Academic Records

Students cannot avoid academic action by taking a leave or withdrawing. All departures 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 the student's 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.

Have transcripts sent to new institutions by the Registrar's Office

If a student is withdrawing and transferring to another college or planning to take courses while on a LOA, they should request a copy of their Marist transcript (including the current semester). Students can request a transcript multiple ways. Check the Registrar's Office website for details.

If a student is unsure of their academic plans, they can have their transcript sent to their 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 or via the my.Marist portal. Students should leave sufficient time between their request date and their new college's deadlines to allow for processing.

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 they 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 exiting

CAAS will notify Student Financial Services of a student's decision to exit so that they will not be billed for subsequent semesters. Be aware that bills for the coming semester may be sent before the student's exit is processed. Refunds are processed upon a student's 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 a student owes for the semester. A student withdrawing after the full tuition refund period may owe money to the College.

Notify lenders regarding student loans, repayment requirements, and options

Obtaining student loans comes with certain responsibilities. If students take out loans, they will need to notify their lending institution regarding their departure from Marist. If a student has a tuition payment plan, they should contact the company so they can notify Student Financial Services how much of the contract has been paid. If a student is transferring, they will also need to provide the bank with the name of their new institution. Loans will go into repayment 6 months after a student ceases to be enrolled for 6 credits or more. Students may wish to begin their schedule of repayments immediately to avoid using their one-time grace period while their total education debt is lower. Ignoring this responsibility can have a lasting impact on a student's credit rating and on their ability to borrow in the future. Students should also complete Exit Counseling for both Federal Perkins and Stafford Loans. Contact the Office of Student Financial Services regarding their loans.

Clear up any possible "holds" at Marist

Students may need a Marist transcript for a future academic endeavor or employment opportunity, or they may wish to return to the College in the future. Students may also want to preserve their good credit rating. Therefore, it is in their best interest to make sure that they return all of their library books, pay any overdue fines, settle outstanding parking tickets, etc. before they leave campus. Leaving any of these items unaddressed will result in a "hold" on their account.

Request a refund of Marist Money or spend it before leaving

If a student has a balance of \$20 or more on their Marist Money account, they can request a refund. To do this, students must email the Marist Money office at MaristMoney@marist.edu from their official Marist email and include their name, address, and CWID number. A student's account must be paid in full in order to receive a refund. Any student whose balance is below \$20 will not be eligible for a refund, so they are encouraged to spend the balance of their funds before leaving campus.

Spend any Thrifty Cash before leaving

Thrifty Cash is a part of a student's meal plan. Unused Thrifty Cash is non-refundable, so students are encouraged to spend the balance of their funds before leaving campus. A student's meal plan works differently. If they are leaving during the middle of a semester, they may be reimbursed for the remainder of the semester's meals. Any credits will be applied to their student account following the procedure detailed above.



Campus Life

Notify Housing to discuss any room deposit (if applicable) and return keys

Students must stop by the Office of Housing & Residential Life to inform them of their withdrawal or leave. They must turn in their keys to the office or to their RA or RD and have their room inspected upon their departure. A student's room must be in good condition or they will be billed for damages. If a student is leaving during the semester, please note that the Housing Office follows the tuition refund schedule for room costs and the board is prorated. There is no guarantee of campus housing should a student decide to return to the College.

Please note that notifying the Housing Office about exiting Marist does *not* constitute an official withdrawal. ONLY THE CENTER FOR ADVISING AND ACADEMIC SERVICES CAN OFFICIALLY PROCESS A WITHDRAWAL OR LEAVE OF ABSENCE.

Go To The Post Office

Students must return their mailbox key to the Post Office and fill out a Change of Address form so that mail can be forwarded to their new address or home. Students must inform the Post Office their wish to close their mailbox, if they are not returning to campus.

Consider book returns

If students purchased their textbooks at the College Bookstore, they can generally receive a full refund during the first 30 days of the semester with proof of their withdrawal/leave of absence. This policy is subject to change depending on the condition and type of textbook purchased. Students also have the option to sell their books back to the College Bookstore in accordance with their policies and procedures. Contact the Bookstore for specifics and clarification on these policies.

Continue to Check Email

A student's Marist Mail account will remain accessible for two years after they exit Marist. Students should check for any pertinent information regarding their records.

Turn in ID cards

Students should return their ID to the Safety and Security Office only if they are not planning to return to Marist.



Returning to Marist

This information is for students who left Marist College voluntarily. If you were academically dismissed, please refer to the Reinstatement Policy.

Students who have been enrolled at Marist previously, do not go through the Admission Office to return from a leave of absence or withdrawal.

Regardless of whether you are out on a leave of absence or withdrawal, you can return to Marist. There are some things to consider before initiating a return. Be sure to consult this list at least two months before registration begins. Registration periods for the 15-week semesters begin in November and April of each year.

Contact Student Financial Services

Your Marist-based scholarships and grants are not guaranteed upon your return. Contact Student Financial Services (SFS) for further information on financial aid eligibility. If you have a financial hold, contact SFS to resolve it.

Contact Housing & Residential Life

Returning to on campus housing cannot be guaranteed. Contact Housing for availability and for more information. You can also explore local housing options off-campus at this link: <http://www.marist.edu/housing/offcampus.html>.

Clear any Health Holds

Any student who exited the College due to medical reasons will be required to submit medical documentation to the Wellness Center that clears them to return to the College. The Wellness Center will review this documentation. This must include a summary of diagnosis, treatment, ability to return to campus and fulfill the academic requirements of enrollment, and any need for accommodation or ongoing treatment while at Marist College. The Counseling Center and Health Services Office are located in SC 352.

Resolve Your Probationary Holds

Students not leaving in good academic standing will need to contact the Center for Advising & Academic Services (CAAS) prior to contacting any other offices to be activated. Please send an email from your Marist email account with your name, CWID, and the semester you wish to return. You will be expected to follow any and all probationary requirements when you return.

Activate Your Registration Eligibility

To activate your records after a leave or withdrawal, contact the Registrar's Office. If you have not been in attendance at Marist for 4 or more fall/spring semesters, you will need to complete a short readmission form. This form is only available through the Registrar's Office.

Contact Your Advisor to Become Enabled

Once you are reactivated, you will need to contact your advisor to be enabled for registration. It is recommended that, if possible, you try to see your advisor during the initial advising periods for the 15-week sessions in October or March. This will allow you to be prepared to register when registration opens in November or April.

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

Center for Advising & Academic Services

Donnelly Hall 224
845-575-3500

Student Financial Services

Donnelly Hall 200
845-575-3230

Housing

Rotunda 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

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