

Leave of Absence or Withdrawal Form

Date _____

Students seeking to withdraw (separate) from Siena College are required to submit this completed form to the Registrar's Office (Siena Hall 102). In addition to consulting with the Registrar's Office, students should also meet with an administrator from the Student Success & Academic Advising Office (Siena Hall 215) **or** with the Assistant Vice President for Student Affairs or designee (Sarazen 302).

Completing this form ensures accurate billing and will assist with removing students from mailing lists. It will also serve as a notice to other offices on campus (e.g., Financial Aid, School offices). If applicable, students who withdraw are responsible for any disciplinary matters occurring while they were students. This means that sanctions may be imposed upon students after they withdraw, which may affect how a withdrawal is noted on their transcript. If there is a pending disciplinary action against a student at the time s/he withdraws, there will be a hold on his/her academic transcript.

Students living on campus *must* schedule a meeting with their Residence Director to complete the residence hall check-out process.

Name: _____ SID#: _____

Class Year: ___ 01 ___ 02 ___ 03 ___ 04 Please indicate status: ___ Residential student ___ Commuter student

Major: _____ Non-Siena Email: _____

Cell Phone: _____ Home Phone: _____

Home Address: _____

Please select one of the following options:

___ **1 - Leave of Absence:** Please list the semester(s) you will be on leave from Siena _____

___ **2 - Withdrawal from the College:** Will you be completing the current term? YES NO
If no, what is your last date of attendance? _____

What are your plans for next semester?

(If transferring to another college, please specify): _____

Reason for Leaving (Please check all that apply and briefly explain.)

- ___ Academic Advising (1) _____
- ___ Desired Major not at Siena – please list desired major (2) _____
- ___ Dissatisfaction with Academic Progress (3) _____
- ___ Employment (4) _____
- ___ Family (5) _____
- ___ Financial (6) _____
- ___ Health (7) _____
- ___ Lack of clubs, sports or other activities (8) _____
- ___ Living on Campus (9) _____
- ___ Military Activation (10) _____
- ___ Social Dissatisfaction (11) _____
- ___ Other (12) _____

Are you interested in returning to Siena in the future? YES NO

Student Signature: _____ **Date:** _____

Comments:

Referral to Additional College Official: _____

Outcome of discussion or referral: _____ On Leave _____ Withdrawn _____ Re-enrolled

Official last date of attendance: _____

College Official Signature: _____ Date: _____