515 Loudon Road
Loudonville, NY 12211
www.siena.edu

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 s*chedule 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:** _____

Email completed form to: registrar@siena.edu