GUIDELINES FOR LEAVES OF ABSENCE AND WITHDRAWALS

Eugene Lang College Academic Advising Office
64 West 11th Street, New York, NY 10011
Tel (212) 229-5100 x2264 / Fax (212) 979-6561

Students with personal and/or academic difficulties might consider an interruption in their studies at Lang College. For a leave of absence or withdrawal, you should contact an academic advisor to discuss the request and complete an Exit Form. A leave of absence is available for one or two semesters only. In general, leaves or withdrawals are granted without any academic penalties before the end of the seventh week of classes (the W deadline), though please refer to the refund schedule for information about financial charges. If you have exceeded one year of absence, or have withdrawn from the institution, you must complete an application for readmission with the Lang College Admissions Office.

EXIT INSTRUCTIONS

1. Meet with an academic advisor to discuss your academic plans and decide on the most appropriate option; please do not drop classes from your schedule without this consultation first
2. Complete the student section of the Exit Form (Section A), and request signatures from other departments, where applicable, indicated in Section B;
   - All residents of university housing must obtain a signature from the Housing Office
   - All HEOP students must obtain a signature from an advisor in Intercultural Support/HEOP
   - BA/BFA students must obtain a signature from a departmental advisor in their studio division, either Parsons The New School for Design or The New School for Jazz & Contemporary Music
3. After all signatures have been compiled, please submit the completed Exit Form to an academic advisor at Lang. The advisor should conduct an exit interview with you, and complete the remaining sections (including expected date of return and the reason for leave). If approved, the academic advisor also signs the form, and submits it to the registrar for processing. Your signature is also requested at the bottom of the form, which verifies you have read and understood the policies for a leave/withdrawal.
4. If you have special circumstances, such as a medical emergency, please follow up with appropriate documentation from a clinician or licensed therapist

*** Note all international students must deliver a copy of the approved exit form to International Student Services**

IMPORTANT NOTICES

⇒ For any student dismissed from Lang College, dismissal status supersedes any exit (unless the dismissal is appealed and approved through the Associate Dean of Student Affairs)

⇒ Any academic status (such as probation) designated prior to a leave remains upon reentry to Lang College

⇒ For questions about university medical insurance, please contact Aetna at (800) 878-1927, studenthelp@aetna.com, or visit www.aetnastudenthealth.com. For other questions, please contact the Student Health Insurance Manager, Jeanette Krupinski, at (212) 229-1671

⇒ Please remember to update your contact information through the "Student Information" section in MyNewSchool

?????? IMPORTANT QUESTIONS FOR STUDENTS REQUESTING A LEAVE….

- What grades will be recorded on my academic transcript with the leave?
- What are the implications of a leave for my academic progress and graduation date?
- What financial charges am I responsible for with this leave? And what amount is refundable?
- As a financial aid recipient, what are the implications of a leave for my award?
- As an on-campus resident, what are the implications of a leave for my housing?
- As an international student, what are the implications of a leave for my F1/J1 visa?
- What are the implications of a leave for my health insurance coverage?
- How could I appeal any of the decisions related to my leave/withdrawal?

GRADES

For leaves and withdrawals, all registered courses in your schedule are dropped, with grades recorded on the basis of the following schedule:

Course Dropped Without Any Notation	Through the 3rd week of classes
Withdrawal with a Grade of "W"	Between the 4th week and 7th week of classes
Withdrawal with a Failing Grade of "WF"	After the 7th week of classes

If you have special circumstances requiring a leave/withdrawal after the third week of the semester, please refer to information included above about the appeals procedures, and consult with an academic advisor.

REFUND POLICY

Students will have a percentage of tuition charges refunded according to the last date of attendance; please refer to the refund schedule below. All tuition refunds require several weeks to process; and refunds are only disbursed when all other financial obligations have been satisfied (including student fees, library fines, partial housing charges, etc). The refund is mailed to your permanent address on record, or can be deposited electronically if signed up for electronic refunds through MyNewSchool.

Before classes begin	100%
Through the 1st week of classes	90%
Through the 2nd week of classes	80%
Through the 3rd week of classes	70%
Through the 4th week of classes	60%
AFTER THE 4TH WEEK OF CLASSES	**NO REFUNDS**

The University Refund Schedule applies to all students, except for continuing education courses registered through New School for Public Engagement, Parsons Continuing Education, and Mannes Extension. Please refer to the divisional catalogues for more information about these refund policies. Refunds are granted only after the official exit has been approved, and any registered courses have been withdrawn through an advisor. Failure to resolve tuition payment prior to a leave/withdrawal does not relieve you of financial liability for any charges accrued during the week(s) in attendance.

If you receive federal financial aid, and withdraw officially or unofficially from all classes, refund calculations are based on the amount of the federal aid earned/disbursed and the amount of time in attendance. Any leave or withdrawal prior to the ninth week of the semester generally results in some cancellation/return of financial aid, though tuition refunds (as noted above) are only granted through the fourth week of the semester.

APPEAL PROCESS

If you would like to appeal for a refund, to contest the amount refunded, and/or to receive "W" grades (with no GPA penalty) for an entire semester withdrawn, you must submit a written appeal with proper documentation to:

William Kimmel, University Registrar
79 Fifth Avenue, Fifth Floor
New York, NY 10003
kimmelw@newschool.edu

Appeals should be submitted within **two weeks** of the submission date for the completed Exit Form. All questions regarding the status of an appeal should be addressed to the University Registrar.

Written appeals must include the following information for a review:

- A statement indicating the specific nature of the exit, and the impact on your opportunities to remain in school
- If appropriate, documentation from a qualified clinician (for example, medical emergencies) stating the nature of the problem, prognosis and proposed treatment, and an estimated schedule for your return to resume studies
- Any other relevant documentation that could substantiate non-medical emergencies
- An indication of your particular requests (i.e. retroactive W, full or partial refund, etc)

If you would like to appeal for a retroactive withdrawal from a particular course, rather than an entire semester, you should instead contact the Academic Advising Office for Lang College.

RETURNING FROM LEAVE

All students on a leave of absence should be contacted about their intentions. If you have decided to return the following semester, you can participate in the pre-registration period in either April (fall registration) or November (spring registration). We recommend you contact an academic advisor at least one month in advance of pre-registration, however, to discuss the necessary procedures. Also, please remember to confirm if you have any unresolved registration holds from your last semester of attendance through MyNewSchool.

Please note if the leave of absence was designated as "Medical," students are usually required to submit documentation that confirms the student is healthy enough to resume studies at the university. The specific documentation required should be indicated at the time of leave from the Office of Student Support & Crisis Management, (212) 229-5900 xtn 3965, 79 Fifth Avenue, 5th Floor.

If you are returning from a withdrawal or a leave exceeding the maximum one year, you should instead submit an application for readmission to Lang College. The application is available online at http://www.newschool.edu/lang. For any questions, please contact an admissions counselor at (212) 229-5665.

ADMINISTRATIVE DIRECTORY

Academic Advising Office
64 West 11th Street, Ground Floor
New York, NY 10011
(212) 229-5100 xtn 2264

University Registrar
72 Fifth Avenue, Lower Level
New York, NY 10003
(212) 229-5620

Financial Services (Financial Aid/Bursar)
72 Fifth Avenue, Lower Level
New York, NY 10003
(212) 229-8930

Student Housing
79 Fifth Avenue, Fifth Floor
New York, NY 10003
(212) 229-5459

HEOP/Intercultural Support
79 Fifth Avenue, Fifth Floor
New York, NY 10003
(212) 229-8996

International Student Services
79 Fifth Avenue, Fifth Floor
New York, NY 10003
(212) 229-5592

Parsons Academic Advising (BA/BFA Students)
2 West 13th Street, Fifth Floor
New York, NY 10011
(212) 229-5855

Jazz Academic Affairs (BA/BFA Students)
55 West 13th Street, Room 506
New York, NY 10011
(212) 229-5896

Health Insurance Manager
Jeanette Krupinski
135 East 12th Street
New York, NY 10003
(212) 229-1671