

EUGENE LANG COLLEGE THE NEW SCHOOL FOR LIBERAL ARTS

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 a leave of absence or withdrawal from 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 If you have exceeded one year of absence, or have withdrawn from the institution, you must complete an application for readmission with the Admissions Office.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
 - All international students should consult with a counselor at International Student Services
 - 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). An 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 Office 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. Tuition refunds may require up to four (4) 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 you have arranged for electronic refunds through MyNewSchool.

Before classes begin	100%
Through the 1 st week of classes	90%
Through the 2 nd week of classes	80%
Through the 3 rd week of classes	70%
Through the 4 th 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. For more information about recalculations of financial, visit www.newschool.edu/forms/sfs_withdrawal_leave.pdf.

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:

University Appeals Committee
appeals@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 Appeals Committee.

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 3189, 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 www.newschool.edu/lang/apply. 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, 4th Floor

New York, NY 10003

(212) 229-5620

Financial Services (Financial Aid/Bursar)

72 Fifth Avenue, 4th Floor

New York, NY 10003

(212) 229-8930

Student Housing

79 Fifth Avenue, 18th Floor

New York, NY 10003

(212) 229-5459

HEOP/Intercultural Support

80 Fifth Avenue, Room 806

New York, NY 10003

(212) 229-8996

International Student Services

2 West 13th Street, Room 1203

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

Lisa LaTragna

80 Fifth Avenue, 3rd Floor

New York, NY 10003

(212) 229-1671

Withdrawal/Leave of Absence Information

For students receiving Federal, State and Institutional Funding

Students receiving Federal Financial Aid and withdrawing during a semester are subject to a Title IV recalculation of aid. Federal Aid eligibility is determined based on the student's last date of attendance in class. *Title IV recalculations may result in the loss of all or some Federal Loans and Federal Grants.* Students subject to recalculations will be sent a revised award letter indicating any change in Federal Aid.

Sample Formula for Federal Aid Recalculation

For federal aid, the percentage (and dollar amount) that must be returned to the federal source is calculated under Federal Student Financial Assistance formulas. This amount is based on the percent of days of the term that the student was enrolled - under the concept of "earned aid" and is calculated as follows:

Amount of semester award x Percent of Semester attended = Revised Award Amount

$\$1000 \times 4.9\% = \49.00

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Students receiving Institutional Aid and withdrawing during a semester are subject to a pro-ration in funding. Institutional Aid eligibility is determined based on a percentage of tuition charged to a student. *Pro-ration of Institutional Aid may result in the loss of all or some Institutional funds.* Students subject to pro-rations will be sent a revised award letter indicating changes in Institutional Aid.

Sample Formula for Institutional Scholarship Pro-ration

Original Scholarship Amount / Original Tuition Charges = Percent tuition covered by scholarship

$\$3,500 / \$11,950 = 29.29\%$, rounded up to 30%

Revised Tuition Charges x Percent Tuition Covered by Scholarship = New Scholarship Amount

$\$1,195 \times 30\% = \359.00 , rounded up to \$360.00

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Students receiving State Aid and withdrawing during a semester are subject to a recalculation of State Aid. Eligibility for State Grants is determined based on the student's last date of attendance. *Recalculation of State Aid may result in the loss of all or some State Aid.* Students subject to recalculations will be sent an award letter indicating changes in State Aid.

Student Health Information Guidelines

Information for Students Exiting for Health Reasons

1. Upon exiting for health reasons, a Student Support (ST) hold will be placed on your account. This hold prevents future registration, but will be lifted upon successful completion of the return process.
2. In order for your return to be considered, you should receive treatment from a qualified health care provider appropriate to the issue(s) that necessitated your exit.
3. If there is not sufficient time to receive appropriate treatment between your exit date and the beginning of the following semester, you may be asked to wait an additional semester before returning.
4. When you are ready to return to The New School, please notify the university in writing. You may send this notice to the Student Support office at studentsupport@newschool.edu.
5. In some cases, you may be asked to wait to submit return documentation until closer to the start of the semester. While this may cause a delay, you will still be able to register for classes upon successful completion of the return process.
6. The return documentation should be written by the health care professional(s) that provided your treatment, and should clearly address the following points:
 - Dates of treatment and diagnosis
 - Course of treatment and prognosis
 - Statement of professional opinion that you are ready to return to school
 - Any ongoing treatment recommendations to support readiness to return
 - Indicate permission from you to obtain additional information pertinent to your return
 - The letter should be sent to studentsupport@newschool.edu or sent by fax to 212-229-9217.
7. Academic questions and concerns should be discussed with your academic advisor or other appropriate department personnel.

STUDENT HEALTH INSURANCE INFORMATION

Exiting Before the Current Semester Insurance Waiver Deadline:

- You will receive a full refund of the Student Health Insurance Fee as long as no claim against the Student Health Insurance Plan has been paid (e.g. a claim submitted to the insurance company by a doctor, hospital, lab, pharmacy, etc., for payment of services rendered). Any claim received by the insurance company after you have been removed from the insurance roster will not be paid.

- **YOU MAY OPT TO REMAIN COVERED** in the Student Health Insurance Plan for the remainder of the semester **only** by notifying Student Health Services at 212-229-1671, option 3. *(Please note this is only an option for students exiting for health reasons).*

Exiting After the Current Semester Insurance Waiver Deadline:

- You will NOT receive a refund of the Student Health Insurance Fee if a claim has been paid prior to your removal from the insurance roster. You will then remain covered for the remainder of the current semester policy period.

Withdrawal/Leave of Absence Information

For international students

International students who need to take a leave of absence or withdraw from The New School must complete a Student Exit Form available from academic advisors. You may take an official "leave of absence" for no more than one academic year and return to The New School without academic penalty. You will not need to reapply for admission. If you take a leave of absence for more than two semesters, then you may be treated as if you had "withdrawn." If you "withdraw", you are permanently separated from the university. If you want to return to The New School after withdrawing, you must reapply for admission through the Office of Admission. Contact your academic department for more information.

Department of Homeland Security rules

The Department of Homeland Security has its own rules regarding leave that are separate and distinct from the University rules. When you take an official leave of absence or withdraw from school, your non-immigrant status becomes invalid and you must leave the U.S. within 15 days of the effective date of the leave. Your 60-day grace period does not apply because you are taking a leave or withdrawing from your program early. (The only exception to this rule is a leave of absence for valid medical reasons documented by medical providers and approved by ISS.) Please see an International Student Advisor to discuss your situation.

If you leave the U.S. for more than five consecutive months, then you will need to restart your F status with a new SEVIS record. You will not be able to return to the US in F-1 status while classes are in session if you are not currently enrolled. For example, if you will return to the US to resume classes in the Spring, you cannot return until after the last day of classes of the previous Fall.

Personal Leave of Absence

Students must bring a copy of the Exit Form to ISS after it has been signed by the Academic Department. Students have 15 days from the date International Student Services receives and date stamps the Exit Form to depart from the US. Make sure you do not overstay! Make sure you have a Travel Signature that is not more than 9 months old when you plan to return to the US. If necessary, you can send your I-20 to ISS via courier service at least one month before your planned arrival to the US.

Please note: You will continue to receive email and automatic alerts from ISS since you will still be an active student. Please check your New School email address regularly.

Medical Leave of Absence

Students must bring a copy of the Exit Form to ISS after it has been signed by the Academic Department. Requests for a Leave of Absence due to medical reasons must be accompanied by a letter from a physician (licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist) that clearly indicates that you are not able to be enrolled in classes in the current semester. Contact ISS immediately to discuss this requirement if you are taking a leave of absence in your senior year.

Please note: While you are on medical leave, you are able to remain in the United States in F-1 status.

Medical leave authorization must be renewed each semester. After an aggregate of 12 months of medical leave, your I-20 will be terminated and you should depart from the U.S. If you wish to resume your studies, you will need to apply for a new I-20, leave and re-enter the U.S. Please speak to an ISS advisor regarding your circumstances.

Returning from a Leave of Absence

Students intending to return from an authorized Leave of Absence and who have been outside of the U.S. for more than 5 months must submit the following documentation to obtain an updated I-20 before resuming studies at The New School

- Submit the ISS Service Request Form (<https://newschool.dormpro.com/forms/ISS/ServiceRequest.html>)
- Completed Program Extension Completion Form (www.newschool.edu/international-student-services/current-students/f1-students/withdrawal-or-leave-of-absence/) signed by your Academic Department or a letter from Academic Department stating your eligibility to return with expected date of completion.
- Letter from Director of Student Support and Crisis Management stating your eligibility to return, if the Leave of Absence was for a medical reason.
- Financial documents showing your ability to pay for the remainder of your program of study.
- For Year 1, funds must be liquid (currently in a bank account)
- For future years, show how funds will be available (i.e. investments, sponsor's proof of salary or recent tax documents)
- If you have a Sponsor, submit a new Affidavit of Support completed and signed by your Sponsor.

Please note

- A new SEVIS record will be issued to you, requiring a SEVIS Fee payment.
- Contact the nearest U.S. Embassy and inquire about whether a new visa is needed.
- Students are not allowed to return to the U.S. during the semester but may return during the summer or winter breaks