

Important Reminders for Students Formalizing a Leave of Absence or Withdrawal from the College:

- If you are a current *residential student*, **Contact Your Resident Director (RD)** or the Office of Residence Life to arrange to check out of your campus housing assignment. The main office of Residence Life may be reached by phone at (914) 323-5217.
- Contact the Office of Financial Aid** to confirm whether there is any additional paperwork you need to complete following your Leave of Absence/Withdrawal. ***If you have received any student loans you **MUST** complete an exit interview. The Financial Aid office is located in Reid Castle on the 3rd floor and can be reached by e-mail at financialaid@mville.edu or by phone at (914) 323-5357.
- Contact the Student Accounts Office** to ensure you do not have an outstanding balance on your account that would prevent the release of your official transcript. The Student Accounts office is located in Reid Castle on the 3rd floor and can be reached by phone at (914) 323-5266.
- If you are taking a **Leave of Absence or you are Withdrawing from the College for medical reasons**, please contact either the campus Health Center or Counseling and Wellness Center as soon as possible to obtain information about what will be required to be cleared for readmission for a future semester.
- Your **Manhattanville E-mail, WebAdvisor and ePortfolio** accounts will be discontinued shortly after your Withdrawal* from the College has been formalized (*accounts will remain active for students on an approved Leave of Absence). Please be sure to move any e-mail you wish to keep from your Mville account to an alternate e-mail account.
- Your **Manhattanville ID Card** will be deactivated once your Leave of Absence/Withdrawal has been formalized.
- Requests for **Official Transcripts** should be made through the Registrar's Office by completing a Transcript Request Form. The Form is available in the Registrar's Office in Brownson Hall or online: <http://www.mville.edu/undergraduate/academics/registrars-office/transcripts.html>
- If you plan to undertake course work while away from the College and hope to count it toward Manhattanville requirements if you resume your studies at the College in the future, you should complete a **Transfer Credit Approval Form** and contact the Office of the Registrar at Manhattanville at (914) 323-5337. The **Transfer Credit Approval Form** is available online through the Registrar's webpage: http://annex.mville.edu/images/stories/Undergraduate_Academics/Registrar/Transfer.Credit.Approval.Form.pdf.
- If you leave the College having earned **Academic Probation** for any reason, you would return to the College on Academic Probation if readmitted in a future semester. **If a student is eligible for Academic Dismissal upon completion of a semester after which he/she intends to take a Leave of Absence or Withdraw, the student's voluntary leave/withdrawal is **superseded** by the Academic Dismissal.
- All students must complete a **Readmission Process** and be approved for return to the College before their re-enrollment can be formalized. Students are given access to course registration for the semester of their return only after all applicable approvals have been confirmed (Academic, Student Life, Financial, etc.) and their readmission has been formalized. It is recommended that any student seeking to return to the College from either a Leave of Absence or Withdrawal begin the Readmission Process **two months prior to the anticipated semester of return**, and no later than one month prior to the anticipated semester of return. **Some students may be required to meet specific criteria for readmission consideration, and should be prepared to demonstrate and document having met all applicable criteria when requesting readmission.

If you have questions about your Leave of Absence or Withdrawal from the College, please contact:

Office of Academic Advising
Founder's Hall G-8; academicadvising@mville.edu
Phone: 914-323-5353 Fax: 914-323-5338