

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

- Contact the Office of Residence Life** if you are a current *residential student*. You must make arrangements to check out of your housing assignment. You may contact your Residence Director in their office, or contact the main office at (914) 323-5217 or reslife@mville.edu.
- 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 Federal Aid, including 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 at (914) 323-5357 or finaidmail@mville.edu. If you have received any federal financial aid, please be aware that the federal government limits approved Leaves of Absence to a maximum of 180 days. If you do not return within 180 days from your last date of attendance, you are considered to have ceased attendance and Manhattanville will have to report the withdraw date retroactively as of the last day you attended classes. This could mean that you begin repayment of your loans immediately without a 6 month (180 day) grace period and you may owe money to the institution.
- 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 at (914) 323-5266 or studentaccounts@mville.edu.
- Medical Leaves and Withdrawals** are processed through the **Student Health and Counseling (SHAC)** office. If you are seeking a medical leave of absence or a withdrawal for medical reasons, you must first complete the necessary paperwork with the SHAC office. SHAC will also provide you with important information regarding what is required in order to be cleared for reinstatement for a future semester. SHAC is located on the ground floor of Spellman and can be reached at (914) 323-7277 or shac@mville.edu.
- 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 Office of the Registrar by completing a Transcript Request. This information is available in the Registrar's office in Reid Hall or on the Registrar's web page: <https://www.mville.edu/academics/academic-services/office-registrar/transcripts>.
- If you plan to undertake course work while away from the College, and hope to count it towards Manhattanville requirements if you resume your studies at the College in the future, please consult the College Catalogue's Transfer Credit Policy: <http://mville.smartcatalogiq.com/2020-2021/Undergraduate-College-Catalog/Academic-Information-and-Policies/Transfer-Credit-Policy>. For additional assistance, the Office of the Registrar can be reached at (914) 323-5337 or Registrar@mville.edu.
- 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 **Reinstatement 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 Reinstatement 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 reinstatement consideration, and should be prepared to demonstrate and document having met all applicable criteria when requesting reinstatement.

If you have questions about your Leave of Absence or Withdrawal from the College, please contact
The Valiant Advising Team at (914) 323-5353 or academic.advising@mville.edu.