

Withdrawal or Leave of Absence from the College

Students may ~~withdraw~~ ~~or take leave~~ from the College. Withdrawal from the College signifies a student does not have plans to resume enrollment at Ramapo. The deadline to withdraw is noted in the Academic Calendar [<link>](#). Students who experience extraordinary circumstances that prevent them from withdrawing by the stated deadline may pursue a Late Administrative Withdrawal. Students who seek to withdraw from a course should refer to the policy on dropping or withdrawing from a course. [<https://www.ramapo.edu/provost/policy/dropping-withdrawing-course/>](https://www.ramapo.edu/provost/policy/dropping-withdrawing-course/)

Students who plan to be away from the college for 1 to 2 semesters may take a Leave of Absence from the College. If the reason for the leave is medical or psychological in nature, a student may pursue a Medical Leave of Absence.

Students who are do not enrolled at Ramapo College for two or more

Undergraduate students who decide to withdraw from all courses at Ramapo College should consult with an advisor from the Center for Student Success. Students requesting to withdraw due to medical reasons must make arrangements with the Center for Health and Counseling Services (refer to Medical Leave of Absence).

Adherence to the withdrawal procedure is necessary for possible re-enrollment to Ramapo College.

Officially withdrawing from or taking a leave of absence from the College will not automatically withdraw students from courses. In addition to submitting the official withdrawal form through Center for Student Success (or Health and Counseling Services for medical leaves), students must drop courses for the

deadline has not passed), or complete appropriate approvals and according to the established deadlines. Course

psychological condition or other relevant
circumstance.

Examples of appropriate documentation may include, but are not
limited to:

Official documentation from the medical provider
addressing diagnosis, date of onset, effect of the
_____ courses using
academic performance, effect of the condition on the
_____ standard college procedures, prognosis, and
treatment plan;

A death certificate of a family member, spouse, or
partner;

Relevant medical documentation for a family
member, spouse, or partner along with proof that the

request supplementary information or documentation. In all cases, the burden of proof is on the student.

by e-mail and process the appropriate paperwork if the late administrative withdrawal is granted.

The decision of the Provost or his/her designee is final.

Leave of Absence (LOA)

Students in good academic standing may take a leave of absence of one semester/cohort term by arrangement through the Center for Student Success (in the case of undergraduate students) or their program directors (in the case of graduate students). Undergraduate students who plan to be away for two or

more semesters/cohort terms must officially withdraw from the College (refer to Withdrawal from Ramapo College, below). Graduate students who plan to be away for two or more semesters/cohort terms are officially inactive. Students

arrangements with the Center for Health and Counseling Services (refer to Medical Leave of Absence, below).

Students who take a leave of absence for one semester/cohort term do not need to apply for ~~re-enrollment~~ ~~readmission~~ and can simply register for the next upcoming semester during the registration period after consulting with an academic advisor.

Graduate students in good academic standing whose continuation after a one-semester/cohort term leave of absence is prevented due to the availability of

needs clarification

~~Admissions.~~ Students who ~~are not enrolled for more~~ ~~stay out for longer~~ than two consecutive semesters and ~~re-enroll will~~ ~~re-enroll~~ are readmitted will continue their

~~Under these circumstances, the student should make every effort to withdraw from courses prior to the last date to withdraw or, if appropriate, to ask instructors for incompletes or to apply for a Medical Leave of Absence (MLOA). In the event that the student is unable to withdraw under standard college procedures, due to reasons beyond their control, or is not granted incompletes, they may apply for a late administrative withdrawal under extraordinary circumstances by taking the following steps:~~

- ~~— No later than the last day of classes of the regular (i.e., fall or spring) semester following the term (i.e., fall, winter, spring, summer) for which the student wishes a late administrative withdrawal, the student must submit to the Office of the Provost an appeal letter in their own words supported by official documentation.~~
- ~~— The appeal letter should address the following points:
 - ~~— The student should explain the nature of the extraordinary circumstances that prevented him/her from completing the semester. If the student had a personal illness, the letter should include the nature of the medical or psychological condition. The~~~~

The decision of the Provost or his/her designee is final.

Withdrawal from Ramapo College

Undergraduate students who decide to withdraw completely from Ramapo College must consult with an advisor from the Center for Student Success and

withdraw due to medical reasons must make arrangements with the Center for Health and Counseling Services (refer to Medical Leave of Absence, above).

Adherence to the withdrawal procedure is necessary for possible re-enrollment readmission to Ramapo College. Students who have withdrawn from the College and decide to return must apply for re-enrollment readmission with the Office of Admissions by the established readmission deadlines: August 1 for the fall semester and December 1 for the spring semester.

Officially withdrawing from or taking a leave of absence from the College will not automatically withdraw students from courses. In addition to submitting the official withdrawal form through Center for Student Success (or Health and Counseling Services for medical leaves), students must drop courses for the _____ e-add/drop deadline has not passed), or _____ appropriate approvals and according to the established deadlines. Course