

CUNY SCHOOL OF LAW
REQUEST FOR LEAVE OF ABSENCE

- Occasionally, life factors occur which may prevent students from successfully focusing on their academic studies. In some of those situations, a leave of absence may be a solution. Leaves of absence may be granted upon application to, and approval by the Academic Dean. You are required to complete the attached form and submit it to the Office of Academic Affairs: academicdeanoffice@law.cuny.edu
- Students may request an official leave of absence for a maximum period of ONE year. A student on an approved leave of absence, who does not return after the leave has expired, will be considered to have withdrawn from the Law School, unless the Academic Dean has approved an extension prior to the expiration of the initial term of the leave.
- F-1 visa students must consult with and receive prior approval from International Student Services before requesting a leave of absence. Contact information: iss@law.cuny.edu or 718.340.4237.
- Please be advised that if you receive financial aid, there may be implications if you interrupt your studies by taking a leave of absence. You will be required to complete a financial aid exit interview. Please inquire with the Office of Financial Aid: financialaidoffice@law.cuny.edu

Date Processed: _____ Processed by: _____