

BLOOMFIELD COLLEGE
College Withdrawal and Leave of Absence Procedures

PURPOSE

There may be circumstances that necessitate a student to withdraw from the College or take a leave of absence for a given semester. These circumstances might include a medical condition or personal situation, among other reasons. If a student voluntarily and officially withdraws from the College after the add/drop period and prior date listed as the last day to withdraw from classes (as noted on the academic calendar for each semester), a grade of W (for withdrawal) will be recorded on the transcript. If a student withdraws after that date, a WF grade (Withdraw/Failure) will be recorded. A grade of WF counts as an F in the grade point average calculations. To officially withdraw from Bloomfield College, a student must follow the procedures outlined below. Completing all steps for an official withdrawal ensures that a student will leave in good standing knowing her or his financial aid status, and be eligible for reinstatement. Failure to complete all steps in the process puts a student at risk for getting grades of F in all classes and loss of financial aid for the future. ***Students wishing to take a leave of absence must have a cumulative grade point average of 2.0 or higher.***

PROCEDURES

Below are the steps required to officially withdraw from Bloomfield College:

1. Schedule an appointment with your faculty advisor or see Ms. Alayna Dunkel, Director of Advising in the Office of the Registrar
2. Obtain a copy of the *Withdrawal from the College* form from your faculty advisor or Ms. Dunkel and review the reasons for your withdrawal
3. Obtain the signature of your faculty advisor or Ms. Dunkel on the *Withdrawal from the College* form.
4. Schedule an appointment with Ms. Breanne Simkin or Ms. Jamie Shahin in the Office of Student Financial Services to review your financial aid status and the financial aid implications of withdrawing from the College (you will receive a written statement with your financial aid status as well)
5. Obtain the signature of Ms. Simkin or Ms. Shahin
6. Submit the fully signed form to Ms. Annette Raymond, Registrar

REINSTATEMENT

To re-enroll at Bloomfield College, a student must complete and submit the Reinstatement Request Form (on the College website at <http://www.bloomfield.edu/admission/admission-process/former-students>). Students who wish to return after more than 3 years will need to submit a new application for admission.

Contact information

Alayna Dunkel, Assistant Director of Advising/Coaching
229 Liberty Street (Office of the Registrar, second floor)
Email: alayna_dunkel@bloomfield.edu
Phone: 973-748-9000, x1759

Jamie Shahin, Associate Director of Student Financial Services
Knox Hall, First Floor
Email: jamie_shahin@bloomfield.edu
Phone: 973-748-9000, x1220

Breanne Simkin, Director of Student Financial Services
Knox Hall, First Floor
Email: breanne_simkin@bloomfield.edu
Phone: 973-748-9000, x1213

Shonell Cameron, Reinstatement Coordinator
One Park Place (Office of Admission)
Email: shontell_cameron@bloomfield.edu
Phone: 973-748-9000, x1753

**Bloomfield College
Withdrawal from the College and Leave of Absence Form***

*A cumulative grade point average of 2.0 is required for a leave of absence.

To officially withdraw or take a leave of absence from the College, this form must be completed and submitted to the Registrar with the required signatures.

Last Name	First Name	Student ID #
Street Address	City and State	ZIP Code
ACTION REQUESTED: <input type="checkbox"/> Withdrawal <input type="checkbox"/> Leave of Absence		
SEMESTER OF CHANGE OF STATUS:		
Class Standing: <input type="checkbox"/> Senior <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Freshman		
Full-Time or Part-Time Student? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		
Membership in a special program (EOF, STAR, McNair, Yellow Ribbon)? If so, which program(s)?		
<input type="checkbox"/> EOF <input type="checkbox"/> McNair <input type="checkbox"/> SSS*STAR <input type="checkbox"/> Yellow Ribbon		
Commuter or Resident Student? <input type="checkbox"/> Commuter <input type="checkbox"/> Resident		
Reason(s) for withdrawal or leave of absence (please describe below):		
Student Signature:		

REQUIRED SIGNATURES:

Advisor:

_____ Printed Name

_____ Signature and Date

Director or Associate Director of Student Financial Services:

_____ Printed Name

_____ Signature and Date

Registrar:

_____ Printed Name

_____ Signature and Date

ADDITIONAL SIGNATURES (if applicable):

Director of Residential Education and Housing

Printed Name

Signature and Date

EOF Director:

Printed Name

Signature and Date

McNAIR Director:

Printed Name

Signature and Date

SSS*STAR Director:

Printed Name

Signature and Date

Yellow Ribbon:

Printed Name

Signature and Date