



## Tisch School of the Arts Leave of Absence Request Form



Please write a letter explaining your reasons for requesting a leave and describing your plans for that time.  
Please read and sign the reverse form. Your request will be invalid without a completed form, a letter, and your agreement to the terms on the reverse side of this form.

Date Request Submitted: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Last) (First) (MI)

Current Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_  
(Street) (Street)

\_\_\_\_\_  
(City) (State) (Zip) (City) (State) (Zip)

Cell phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Best Method of Contact: \_\_\_\_\_ Department: \_\_\_\_\_  Undergrad  Grad

Semester(s) for which Leave is requested: \_\_\_\_\_ Semester of expected return: \_\_\_\_\_

Is this an extension of a current Leave?  Yes  No

If yes, for which semesters were you granted a Leave? \_\_\_\_\_

Reason for request (please check one):  Financial  Personal  Medical (SHC/CBH)

**Please Note: A request for a leave for medical reasons must be accompanied by a note from a health care provider and will require additional approval from Counseling and Behavioral Health Services and/or the Medical Services Division of the Student Health Center.**

Do you live in a Residence Hall?  Yes  No *(If Yes, please fill out the Housing Cancellation Form and carefully read the note on the reverse side of this form.)*

Do you receive Financial Aid?  Yes  No *(If Yes, please read the note on the reverse side of this form.)*

Are you a United States Citizen?  Yes  No *(If No, please read the note on the reverse side of this form.)*

Are you registered for courses at NYU during the semester for which you are requesting a Leave?  Yes  No ***(Please note: A Leave of Absence does not withdraw you from classes. In order to withdraw, you must complete and process a drop form with your department immediately.)***

### FOR DEPARTMENT USE ONLY – DO NOT WRITE IN THIS AREA

Student's GPA \_\_\_\_\_ Points Completed \_\_\_\_\_ Points Incomplete \_\_\_\_\_

Academic Standing:  Good Standing  Academic Probation  Disciplinary Action: \_\_\_\_\_

\_\_\_\_\_  
 Departmental Approval Signature Date

### FOR STUDENT AFFAIRS USE ONLY – DO NOT WRITE IN THIS AREA

\_\_\_\_\_  
 Director of Student Affairs Approval Signature Date

\_\_\_\_\_  
 Dean for Student Affairs Approval Signature Date

## PLEASE CAREFULLY READ THE FOLLOWING TERMS:

- I understand that a Leave of Absence from New York University precludes me from taking courses at another academic institution. *For a Permission to Register Off-Campus Leave of Absence Form, please see your departmental administrator.*
- I will discuss all course requirements affected by this Leave with my academic advisor.
- I am aware that a Leave of Absence does not exempt me from student loan repayments and I must adhere to all deadlines for future financial aid applications. (If you are concerned about how your Leave may affect your financial status, please contact Patricia Decker at 212-998-1910 or patricia.decker@nyu.edu).
- If I live in a residence hall, I will contact the Housing Office (212-998-4600) regarding the change in my residential status as well as adhere to payment and registration deadlines should I petition to live in housing upon my return to New York University. I understand that by taking a **Personal** or **Financial Leave** I will not maintain my housing renewable status.
- I must notify the Associate Dean of Student Affairs of my return three to six weeks prior to registration so that I will be reactivated in the system. A Return from Leave of Absence Form can be downloaded from the Tisch website and sent to the Associate Dean of Student Affairs at 721 Broadway, 8<sup>th</sup> floor, New York, NY 10003 or faxed to 212-995-4060. I must also inform my academic department at least three to six weeks prior to my registration session for the semester of my return so that I can be advised for registration. I am aware that my leave may affect my ability to pre-register for the semester of my return.
- If I am requesting a Leave for medical reasons, it must be accompanied by a note from a health care provider and will require additional approval from Counseling and Behavioral Health Services and/or the Medical Services Division of the Student Health Center
- If I have NYU Student Health Insurance and I want to continue coverage while on a Leave, I will contact Student Health Insurance Services at 212-443-1020.
- If I am **not** a United States citizen I must contact the Office of International Students & Scholars at 212-998-4720 and go over the status and requirements pertaining to my matriculation while on a leave from the university.

**I have read and understand the above terms pertaining to my Leave of Absence request.**

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Student's Signature

Date

*(Your request will be considered invalid without a letter, a complete form, and your signature)*

### Student Affairs Contacts

**Director for Student Affairs**  
Megan Mannato  
212.998.1593  
megan.mannato@nyu.edu

**Administrative Aide**  
Yonni Walker  
212.998.1908  
yonni.walker@nyu.edu

**Cinema Studies**  
Melanie Daly  
212.998.1594  
md96@nyu.edu

**Clive Davis Dept of Recorded Music**  
Katherine Flatt  
212.992.8401  
kc47@nyu.edu

**Dance**  
Judy Schramm  
212.992.9303  
js136@nyu.edu

### Tisch Leave of Absence Department Contacts

**Design for Stage and Film**  
Barbara Cokorinos  
212.998.1956  
barbara.cokorinos@nyu.edu

**Undergrad Drama**  
Scott Loane  
212.998.1872  
scott.loane@nyu.edu

**Goldberg Dramatic Writing**  
Roxanne Bridglall  
212.998.1941  
roxanne@nyu.edu

**Kanbar Institute of Film & TV**  
Wendy Kaplan  
212.998.1714  
wendy.kaplan@nyu.edu

**ITP**  
Edward Gordon  
212.998.1891  
edward.gordon@nyu.edu

**Grad. Musical Theatre Writing**  
Marie Costanza  
212.998.1830  
mcc1@nyu.edu

**Performance Studies**  
Noel Rodriguez  
212.998.1621  
noel.rodriquez@nyu.edu

**Photo & Imaging**  
Irene Cho  
212.998.1926  
itc3@nyu.edu