

# TIMELINE FOR LEAVE OF ABSENCE

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Students requesting any leave of absence must submit the appropriate request form (<https://www.pace.edu/registrar/forms/#leave-of-absence-form>) with the Office of the Registrar during the semester for which the leave is requested. Students may also submit a leave of absence (<https://www.pace.edu/registrar/forms/#leave-of-absence-form>) for a future semester.

*Submitting the leave request **before** the add/drop deadline:*

If a student is already enrolled for the semester that the leave is requested, they must drop all courses. If they do not, their courses will be dropped upon the approval of the leave. Students typically have the first two weeks of a semester to drop their courses without financial obligations.

*Submitting the leave request **after** the add/drop period of a semester:*

If a leave is requested after the start of the term, the student can withdraw from their coursework. If a student does not withdraw themselves, their courses will be withdrawn upon approval of the leave. Withdrawal will result in "W" grades for all registered courses on the student's transcript.