

**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](mailto: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](mailto: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](mailto:breanne_simkin@bloomfield.edu)  
Phone: 973-748-9000, x1213

Shonell Cameron, Reinstatement Coordinator  
One Park Place (Office of Admission)  
Email: [shontell\\_cameron@bloomfield.edu](mailto: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.

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

**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