**Separation from University Instructions**

(as of 10.1.2022)

All matriculated students leaving the University for one or more semesters off must submit a Separation from University Form. Information on the Withdrawal Consequences for Financial Aid is included in the online form.

**Students may submit these requests online** by logging in to their Lion’s Den Login account, then by going to their **My Academics Tab**. **There is a link for the Separation from University Form. For most devices the link is in the left menu.**

Students may take up to two semesters off on leave without going through Admissions and may participate in Early Registration as a continuing student when they are returning. Students taking longer than two semesters will be considered withdrawn from the University. They may notify Admissions to request to be readmitted.

Please contact the Registrar’s staff for additional help at 516.323.4300 during business hours.