



How to Submit Academic Leave/Withdrawal from the University

(Once logged into the Hofstra Portal, click the Student Services tab from the menu on the left side)

- ✓ Click on **Registration**
- ✓ Click on **Academic Leave/Withdrawal from the University**
- ✓ Select **Term**
- ✓ Press **Submit**
- ✓ Press **OK** on Pop-up
- ✓ Fill out form completely
- ✓ **Check box** to indicate understanding of the following
- ✓ Press **Submit**