



## **“How to Submit an Academic Leave/Complete Withdrawal from the University”**

- ✓ Visit: **my.hofstra.edu**
- ✓ Log in with your **Student Network ID** and **password**
- ✓ Read the **FERPA** agreement, and click “OK” if you agree
- ✓ Click on the “**Student**” tab from top menu
- ✓ Scroll down and click “**Registration**” from left menu
- ✓ Select “**Academic Leave/Withdrawal from the University**”
- ✓ Select appropriate term
- ✓ Answer all questions
- ✓ Click “**Submit**”