

Advisor Guide: University Leave of Absence (ULOA) and University Withdrawal (UW)

When a student needs to separate from the University, there are two options available: a University leave of absence or a University withdrawal. Definitions of these options, impacts, and steps to be taken are outlined below.

Please be sure to [review the policy](#) for more detailed information.

Separation Options

University Leave of Absence – A University Leave of Absence is a temporary separation from the University initiated by the student.

- There are two types of leaves – planned or immediate.
 - Immediate - A student may request to take a University Leave of Absence between the first day of class through the last day of class.
 - Planned – A student may request to take a University Leave of Absence to suspend their studies at the end of the current semester of enrollment. Leaves requested for an upcoming semester will begin on the first day of the requested semester and be effective the last day of the current semester.
- A University Leave of Absence may not exceed three (3) consecutive semesters, including summer.
- After three (3) consecutive semesters, including the summer semester, of Leave of Absence, any student who has not returned to the University will be subject to a University Withdrawal.

For further details, please [see the policy](#).

University Withdrawal – A University Withdrawal signifies a permanent separation from the University.

- As a result, the student will no longer be enrolled in any coursework at the University.
- Any student who plans to leave the University on a permanent basis must formally withdraw.

For further details, please [see the policy](#).

Discussion Topics for Student Meeting

Prior to Completion of ULOA or UW Form:

- Discussion with the student considering taking a ULOA/UW:
 - Are there other options available to the student (withdrawing from one or more courses while salvaging others, request an Incomplete from professor(s), etc.)?
 - How will the LOA impact the student's time to degree completion?
 - Will taking a LOA put the student out of sequence for courses?
- Determine the appropriate type of leave:
 - Is the student planning a ULOA or UW?

- If ULOA is requested, is it planned or immediate?
- Refer student to auxiliary offices to discuss potential impacts of the decision; this should be *done prior to completing ULOA/UW form*:
 - Financial Aid Office
 - Office of the Bursar
 - International Services Office
 - University Health Services
 - Student Employment Office
 - Office of Residential Life and Housing Services
 - Dining Services
 - Others as applicable
- Refer student to [Office of University Registrar \(OUR\) website](#) to access ULOA/UW information.
- Discuss the student's return date, informing them of the last term of enrollment before they will be withdrawn.
 - After three (3) consecutive semesters, including the summer semester, of Leave of Absence, any student who has not returned to the University will be subject to a University Withdrawal.

Timeline and Workflow for LOA/UW Forms

| Time Frame | Description | Action | Person Responsible |
|------------|---|---|--|
| Day 1-3 | Completion of LOA/UW form (student signs). Staff sends LOA/UW form to Office of the University Registrar. | Advisor/Program Coordinator/Program Administrator/School Registrar completes the LOA/UW form and emails to registrar@rochester.edu . Submission should include email confirmation from student or student signature on form. | Advisor/Program Coordinator/Program Administrator/School Registrar |
| Day 3-6 | Office of the University Registrar (OUR) reviews information and processes request | OUR reviews information on form, and processes request in URS. | Office of the University Registrar (OUR) |
| Day 7 | Office of the University Registrar distributes documentation to auxiliary offices | Auxiliary offices are provided documentation regarding LOA/UW | Office of the University Registrar (OUR) |

Path to Return to the University

A student is allowed up to three (3) consecutive terms, including summer, to be on a ULOA. After three (3) consecutive semesters, including the summer semester, of Leave of Absence, any student who has not returned to the University will be subject to a University Withdrawal.

Returning from an LOA:

- When a student is ready to return to the University from an ULOA, they must complete the [Return from a University Leave of Absence form](#).
- Students should contact auxiliary offices (i.e. ISO, UHS, Housing, Dining, etc.) when planning for the return.
- Before a student can complete registration, they must also resolve any holds on the student record.
- The Return from University Leave of Absence form should be received by March 1 for the fall semester or October 1 for the spring semester.

Readmission:

- Return from a University Withdrawal
- Forms, guidance and information forthcoming.

See the [faculty/staff forms page](#) for additional resources and training information.