

## University of Rochester Leave of Absence and Withdrawal Policy

### I. Definitions

This policy refers to changes in the status of a student's relationship with the University. Subject to further explanation provided below, the policy distinguishes between a University Leave of Absence, which is a temporary period during which a student is not registered for classes, and a University Withdrawal, which is considered a permanent separation from the University and the student may not return without going through the admission process. For a student to be considered "enrolled" in the University, the student must be "registered" for a class (except during the summer term) and not subject to a Leave of Absence, Withdrawal, or having graduated.

### II. University Leave of Absence

A University Leave of Absence is a temporary separation from the University initiated by the student. During the semester, a student may request to take a University Leave of Absence between the first day of class through the last day of class. At the conclusion of a semester, students may request to take a University Leave of Absence to suspend their studies prior to the start of the upcoming semester. Leaves requested for an upcoming semester will begin on the first day of the requested semester and be effective the last day of the preceding semester.

A University Leave of Absence may not exceed three (3) consecutive semesters including summer. After three (3) consecutive semesters of Leave of Absence, any student who has not returned to the University (signified by working with their academic program to request an end the Leave of Absence and registering for a class) will be subject to University Withdrawal. The University of Rochester defines non-enrollment as the status of a student in each semester in which the student is not registered for at least one class.

Requests for University Leave of Absence received prior to the conclusion of the add/drop period (as designated by the academic calendar for student's primary school) will result in all coursework being dropped (expunged) from the student record. Requests received after the end of the add/drop period will result in "W" (withdraw) grades being assigned to all registered coursework except for partial semester classes that have concluded by the time of the request for a Leave of Absence. At the time of the Leave of Absence, courses in which a student is registered for any future semesters will be dropped and will not be reflected on the student record. When students return to the University, after a University Leave of Absence, they are eligible to complete all curricular and program of study requirements that were in place at the time of their matriculation into their program of study. If the University recommends an academic suspension or disciplinary suspension, be advised that the rules of those processes apply, and these actions will override the request for a University Leave of Absence.

A student on a University Leave of Absence cannot return to the University in the same semester that a University Leave of Absence has been processed. Students on University Leave of Absence cannot attend classes and must vacate University owned housing according to the terms of their housing contract. Based on the time in the semester that the leave is requested, financial aid and other charges may be prorated and adjustments to tuition, fees, food and housing may be applied to the student

account. A University Leave of Absence may impact a student's eligibility for University Health Insurance and any charges may be prorated given when the leave is effective. A student on a University Leave of Absence may lose access to some University services. To determine whether a service will continue to be available, please contact [registrar@rochester.edu](mailto:registrar@rochester.edu).

### III. 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. Any student who has withdrawn from the University and then wishes to return is required to go through the Admissions process. If the University recommends an academic suspension or disciplinary suspension, please be advised that these actions will be noted on the academic record prior to processing the University Withdrawal.

An immediate University Withdrawal is reserved for the unusual situation where a student is unable to complete the current semester and does not plan to return to the University of Rochester. In such cases, students may request an immediate University Withdrawal between the first day and the last day of class. Requests received prior to the conclusion of the add/drop period (as designated by the academic calendar for student's primary school) will result in all coursework being dropped (expunged) from the student record. Requests received after the end of the add/drop period will result in "W" (withdraw) grades being assigned to all registered coursework except for partial semester classes. Courses registered for any future semesters will be dropped at the time of the Withdrawal and will not be reflected on the student record.

A withdrawn student cannot petition to return to the University in the same semester that the University Withdrawal occurred. Withdrawn students cannot attend classes and must vacate University owned housing according to the terms of their housing contract. Based on the time in the semester that the Withdrawal is requested and processed, financial aid and other charges may be prorated and adjustments to tuition, fees, food and housing may be applied to the student account. A University Withdrawal may impact a student's eligibility for University Health Insurance and any charges may be prorated given when the leave is effective. A withdrawn student will lose access to some University services. To determine whether a service will continue to be available, please contact [registrar@rochester.edu](mailto:registrar@rochester.edu).

### IV. University Leave of Absence: Administrative

If a student is not enrolled for the semester by the end of the add/drop period, the University of Rochester reserves the right to place a student on an administrative University Leave of Absence for the semester. A student on a University Leave of Absence cannot return to the University in the same semester that a Leave of Absence has been processed. Students on University Leave of Absence cannot attend classes and must vacate University owned housing according to the terms of their housing contract. Based on the time in the semester that the leave is processed, financial aid and other charges may be prorated and adjustments to tuition, fees, food and housing may be applied to the student account. A Leave of Absence may impact a student's eligibility for University Health Insurance and any charges may be prorated given when the leave is effective. A student on a University Leave of Absence may lose access to some University services. To determine whether a service will continue to be available, please contact [registrar@rochester.edu](mailto:registrar@rochester.edu).

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## V. Requesting a University Leave of Absence or University Withdrawal

Students must formally request a University Leave of Absence or University Withdrawal, to include completing the documentation required by the University. Students should contact their academic advisor or program administrator to obtain information on school specific protocols in place to make this formal request.

## VI. Returning from University Leave of Absence

When a student is ready to return to the University, they must request a return from a University Leave of Absence through their academic program, complete any required documentation and resolve any holds on the student record. If a student is returning from a University Leave of Absence that was initiated due to health reasons, they will need to contact University Health Services as a step in the return process. To facilitate pre-registration, requests for a return from University Leave of Absence should be received by March 1st for the fall semester or October 1st for the spring semester.

## VII. Financial Considerations

In accordance with federal regulations, the Financial Aid Office will recalculate federal and institutional aid eligibility for students who withdraw, drop out, are suspended, or take a University Leave of Absence prior to completing more than 60 percent of the term. Other financial aid will also be adjusted based on a student's last date of Academic Related Activity, which is defined by applicable federal regulations. The Bursar's Office will adjust tuition, and fees based on the student's last date of Academic Related Activity. The Bursar's Office will process adjustments to other charges as determined by the appropriate office; food (Dining Services), housing (Residence Life & Housing Services), Insurance & Mandatory Health Fee (University Health Service), etc. Revised financial aid awards and student account statements will be sent to the student after all adjustments are complete.

It is the responsibility of the student who is considering a University Leave of Absence or University Withdrawal to pay any outstanding charges. Students may contact the Bursar's office and their financial aid counselor (if applicable) to discuss any possible financial impact.

Information regarding tuition and fees, billing dates and payment options can be found on the Bursar's webpage (<https://www.rochester.edu/adminfinance/bursar/payments-and-refunds/payments-and-refunds>).

Detailed information about student financial aid can be found on the Financial Aid Office's webpage (<https://www.rochester.edu/financial-aid>).