



WARNER
SCHOOL OF EDUCATION
UNIVERSITY of ROCHESTER

REQUEST FOR LEAVE OF ABSENCE

Submit completed form to Office of Associate Dean
U of R Warner School, Dewey Hall, R.C. Box 270425
Rochester, New York 14627-0425

INSTRUCTIONS:

- Student *must* read the included Leave of Absence Policy *before* completing request;
- If student decides to proceed with the request after reading policy, s/he must complete this form and obtain signatures of both his/her Faculty Advisor and the Program Chair*;
- For a personal or professional leave, the student must include supporting documentation *with* this request; for a medical leave, the student may submit this form and ask physician to send the letter directly to the Associate Dean;
- The Associate Dean will notify student regarding the status of his/her request.

* *In cases of serious illness, where obtaining signatures would work a hardship on the student, s/he may contact the Student Services Administrator for assistance (585.275.1009), and other arrangements will be made.*

STUDENT'S PERSONAL INFORMATION

Name: _____
Last
First
Middle

UR ID# (not SSN):

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Home Address: _____
Street Address & Apt. No. or P.O. Box
City
State
Zip Code

Phone Number(s): () _____ () _____
Home Phone
Work Phone

E-mail Address: _____

LEAVE REQUEST SPECIFICS

Semester for which student is requesting leave Fall Spring Year _____

Note: students may request a Leave of Absence for a second semester, but s/he must submit a new Request for Leave of Absence Form, along with accompanying documentation; permissions for extensions of personal or professional leaves beyond two semesters may be granted but will be handled on a case-by-case basis.

This request is for a:

- Medical Leave (requires letter from physician) Physician's Letter attached requested
- Professional Leave (requires letter from job supervisor—see policy for guidelines)
- Personal Leave (requires personal statement—see policy for guidelines)

SIGNATURES & APPROVALS (Student must obtain both Advisor and Program Chair signatures)

Advisor: _____
Signature
Date

Program Chair: _____
Signature
Date

Associate Dean: _____
Signature
Date

LEAVE OF ABSENCE POLICY

A registration category is available for students requiring a Leave of Absence from their degree program: **Leave of Absence (ED 985)**. This category is available for:

- (a) medical reasons pertaining to the student's health
- (b) professional reasons pertaining to the student's occupation
- (c) personal reasons pertaining to the student's personal life

A student requesting a Leave of Absence must complete a **Request for Leave of Absence** form and must obtain signatures of his/her advisor and program chair. (Forms are available on the Warner School website [in either Word or PDF format]: <http://www.rochester.edu/Warner/studentservices/forms.html>], from the Warner Receptionist [585.275.3950], or from the Office of Student Services [585.275.1009 or 3.2927]. The student's request must also be accompanied by one of the following documents:

- (a) for **Medical Leave**, a physician's letter, documenting the student's condition and assessing when s/he can return to active academic status;
- (b) for **Professional Leave**, a job supervisor's letter, documenting the student's need to focus his/her time and attention on job-related activities and estimating when the s/he can return to active academic status; or
- (c) for **Personal Leave**, a personal statement from the student, documenting the reasons why a personal leave is needed, as well as when s/he can return to active academic status.

Professional and personal leaves are granted for a total of two semesters *only* over the course of a student's degree program; in the case of medical leaves, the student's physician determines the length of the leave. ***Retroactive leaves will not be granted.***

The student must submit the Request form, along with the required documentation (see above), to the Office of the Associate Dean ***prior to registration and prior to the semester for which the leave is requested.*** The Request form, however, does not suffice for registration. ***The student must also register online for the leave.***

The student registering for Leave of Absence (ED 985), which is assigned 0 (zero) credit hours, will carry an X-time status. ***The student should be aware that this status will affect his/her ability both to receive loans and to defer loan repayment.*** (See "Continuous Registration Policies & Regulations Regarding Loan Eligibility & Deferral," available at the Warner reception window and in the Office of Student Services.)

The student should be aware that s/he may ***not*** register for a Leave of Absence for the term immediately preceding completion of his/her degree.

Students having questions regarding the Leave of Absence process should direct them to the Student Services Administrator at 585-275-1009.