

University Leave of Absence and University Withdrawal

Student Guide

Making the decision to take a separation (temporary or permanent) can be difficult as well as have significant impacts. Please review some definitions, steps to be taken, and additional resources below. The full policy and additional details can be found on the Office of the University Registrar website.

Separation Options:

University Leave of Absence	A temporary separation from the University initiated by the student. They may not exceed three (3) consecutive semester including summer. After three (3) semesters, the student is subject to university withdrawal	
	Types	
	Planned The student will complete the classes in the current term and take a leave at the completion of the current term.	Immediate The student will not be completing the enrolled classes in the current term (or is not currently enrolled) and wishes to leave
University Withdrawal	This signifies a permanent separation from the University. The student will no longer be enrolled in any coursework at the University.	

Paths to Return to the University:

University Leave of Absence	Return from 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 advisor, program coordinator, program administrator or school registrar to complete a Return from 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 is able to complete registration, they must also resolve any holds on the student record.
University Withdrawal	Guidance forthcoming

Return from University Leave of Absence Timeline:

Review the below table to determine which term you must enroll following a leave of absence to avoid a withdrawal.

Last Enrolled Term (Received a completion grade or grade of W)	Must Enroll By
Spring Term	The next year's summer or following fall
Summer Term	The next year's fall
Fall Term	The next year's spring

Impacts of Separation:

Prior to making the decision, you should contact the appropriate offices to understand the impact. You may not need to speak with each office due to your individual situation.

Office	Potential Impacts
Financial Aid	<p>Your financial aid may be adjusted as a result of your separation from the University. Additionally, your future eligibility for University, federal, and state financial aid and scholarships (including merit-based scholarships) may be impacted. Please contact your financial aid counselor to discuss the impact a separation may have.</p> <p>River Campus https://www.rochester.edu/financial-aid/contact-us/ Phone: (585) 275-3226</p> <p>Eastman School of Music https://www.esm.rochester.edu/financialaid/ Phone: (585) 274-1070</p> <p>School of Medicine and Dentistry https://www.urmc.rochester.edu/education/financial-aid-office.aspx Phone: (585) 275-4523</p>
Office of the Bursar	<p>Based on the timing of the separation submission and processing, tuition and fees may be adjusted. To best understand the potential adjustments, you should outreach to the Office of the Bursar.</p> <p>bursar@admin.rochester.edu Phone: (585) 275-3931</p>
International Services Office	<p>Separation from the university will result in the termination of the student's F-1 or J-1 immigration status and their ability to remain in the US. This may impact the student's future eligibility for work authorization in the US (CPT/OPT). In some limited circumstances, the student may qualify for a medical reduced course load (as low as 0 credits) for immigration purposes to allow them to stay in the US temporarily to receive medical treatment. All international students must reach out to ISO and submit relevant request forms to alert ISO (please check the ISO website for more information on how to submit the forms) of their separation and to be reviewed for a possible medical reduced course load if applicable.</p> <p>questions@iso.rochester.edu Phone: (585) 275-2866</p>
University Health Service	<p>A separation from the university may impact eligibility for health insurance and utilization of UHS services, such as Primary Care, Counseling, Psychiatry and Physical Therapy. To understand the impact on your insurance or health services, please outreach to UHS.</p> <p>Primary Care Phone: (585) 275-2662</p> <p>University Counseling Center Phone: (585) 275-3113</p> <p>Health Insurance insurance@uhs.rochester.edu Phone: (585) 275-2637</p> <p>Medical Records hmf@uhs.rochester.edu Phone: (585) 276-7349</p>

Office (cont'd)	Potential Impacts (cont'd)
Student Employment Office	<p>When a student separates from the university, they are no longer eligible to be a student employee at the university. Please review this impact with SEO.</p> <p>seo@rochester.edu Phone: (585) 275-1146</p>
University Housing	<p>When a separation has been processed, you must vacate University owned housing according to the terms of your housing contract.</p> <p>River Campus Office of Residential Life and Housing Services housing@reslife.rochester.edu Phone: (585) 275-3166</p> <p>Eastman School of Music Office of Residential Life reslife@esm.rochester.edu Phone: (585) 274-1106</p>
Dining Services	<p>Meal plans and dining fees may be prorated based on the time of the separation from the university.</p> <p>rcdining@services.rochester.edu</p>
Office of Total Rewards	<p>Students utilizing tuition benefits from their self, parent, or spouse may impact their eligibility by taking a separation.</p> <p>totalrewards@rochester.edu Phone: (585) 275-2084</p>

Requesting a Separation from the University:

Follow the steps below to request separation from the University.

- ☐ Meet with your academic advisor, program coordinator, program administrator or school registrar to review the best path forward.
- ☐ Outreach to the appropriate offices on the previous page to ensure you understand the impacts of your decision.
- ☐ Complete the form with your academic advisor, program coordinator, program administrator or school registrar.
 - Completion of the form is considered official notification to the University. Any communication prior to the form being completed is deemed as unofficial and inquiry phase of the process.
- ☐ Academic advisor, program coordinator, program administrator or school registrar will submit completed form to the Office of University Registrar.
- ☐ Once processed in the student information system, notifications will be sent to auxiliary offices from the Office of University Registrar.