REQUEST FOR
LEAVE OF ABSENCE
Submit completed form to the Warner Registrar
Warner School of Education, R.C. Box 270425
Rochester, New York 14627-0425

INSTRUCTIONS:

- Students must read the included Leave of Absence Policy before completing request;
- After reading the policy, students must complete this form and obtain signatures of both their Faculty Advisor and the Program Chair*;
- For a personal or professional leave, students must include supporting documentation with this request; for a medical leave, students may submit this form and ask physician to send the letter directly to the Associate Dean;
- The Associate Dean will notify students regarding the status of their request;
- Students must also register online for ED 985 Leave of Absence and pay the fee associated with the Leave; see “Tuition, Fee & Refund Schedule” on Warner’s website for the current fee.

* In cases where student is not on campus, and obtaining signatures would work a hardship on the student, she or he may contact the Warner Registrar for assistance (585.273.3383), and other arrangements will be made.

STUDENT’S PERSONAL INFORMATION

Name: ____________________________ ____________________________ ____________________________

UR ID# (not SSN): ____________________________ ____________________________ ____________________________

Home Address: ______________________________________________________________________

Phone Number(s): ( ) ____________________________ ( ) ____________________________

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 she or 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

□ Military Leave (requires copy of orders)

□ 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: ____________________________________________ ____________________________

Program Chair: ____________________________________________ ____________________________

Associate Dean: ____________________________________________ ____________________________

Updated 10/15/2018
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) personal reasons pertaining to the student’s personal life
(b) active military deployment
(c) medical reasons pertaining to the student’s health
(d) professional reasons pertaining to the student’s occupation

Students requesting a Leave of Absence must complete a **Request for Leave of Absence** form and must obtain signatures of their Advisor and Program Chair. (Forms are available on the Warner School website [Word or PDF format—https://www.warner.rochester.edu/files/student services/forms/lvabsence.doc or https://www.warner.rochester.edu/files/studentservices/forms/lvabsence.pdf] or from the Office of Student Services [585.273.3383 or 3.2927].) Students’ requests 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 she or he can return to active academic status;
(b) for **Military Leave**, a copy of student’s orders
(c) for **Professional Leave**, a job supervisor’s letter, documenting the student’s need to focus his or her time and attention on job-related activities and estimating when the she or he can return to active academic status; or
(d) for **Personal Leave**, a personal statement from the student, documenting the reasons why a leave is needed, as well as when she or he expects to return to active academic status.

Professional and/or personal leaves are granted for a total of two semesters only over the course of students’ degree programs; in the case of medical leaves, students’ physicians determine the length of the leave. Military leaves can be used as often as needed. **Leaves cannot be granted retroactively.**

Students must submit the Request form, along with the required documentation (see above), to the Warner Registrar (LeChase, Room 246) **prior to the semester for which the leave is requested**. The Warner School Registrar will register the student for the leave once she receives the Request form.

Students registering for Leaves of Absence (ED 985), which are assigned 0 (zero) credit hours, will have an X-time registration status. **Students should be aware that this status will affect their ability both to receive loans and to defer loan repayment.**

Students also should be aware that they may not register for a Leave of Absence for the term immediately preceding completion of their degree.

Students having questions regarding the Leave of Absence process should direct them to the Warner Registrar at registrar@warner.rochester.edu or 585.273.3383.

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