



WARNER
SCHOOL OF EDUCATION
UNIVERSITY of ROCHESTER

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;
- If students decide to proceed with the request after reading the policy, they must complete this form and obtain signatures of both their Faculty Advisor*;
- For a personal leave, all the information needed is included on this form; for a military leave, students need to include a copy of their orders; for medical or professional leaves, students may submit this form along with a letter from their medical professional (for medical leave) or supervisor (for professional leave), written to the Associate Dean, *to the Warner Registrar*;
- The Warner School Registrar will notify students regarding the status of their request once the Associate Dean has approved their request;
- Once the Registrar receives this completed form, she will register the students for the leave.

* *In cases where obtaining this signature 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: _____
Last First Middle

UR ID# (not SSN):

Home Address: _____
Street Address & Apt. No. or P.O. Box City ST 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 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)

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REASON FOR LEAVE

Students must indicate reason for requesting this leave and expected duration before they can resume their program of study.

SIGNATURES & APPROVALS (Student must obtain Advisor's signature)

Advisor: _____
Signature Date

Associate Dean: _____
Signature Date



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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 their advisor's signatures. (Forms are available on the Warner School website [Word or PDF format—<https://www.warner.rochester.edu/files/studentservices/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 (or PA's or NP's) letter, documenting the nature of the request (without extensive details as to 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 program; 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.