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): 

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)  Physicin’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 ____________________________

Updated 01/2014
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 [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 [585.275.1009 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.**

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.

*Updated 01/2014*