REQUEST FOR
LEAVE OF ABSENCE
Submit completed form to Warner Registrar’s Office
246 LeChase Hall, 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 policy, they must complete this form and obtain the signature of their Faculty Advisor *
- For a personal leave, all the information needed is included on this form; for a medical or professional leave, students may submit this form and ask their medical professional (for medical leave) or supervisor (for professional leave) to send the letter, 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 the form, she will register the students for the leave.

* In cases of serious illness, where obtaining this signature would work a hardship on students, they may contact the Warner School 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  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 they 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

Continued on 2nd page…
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  __________________________

Associate Dean: _____________________________________________________________  Signature  __________________________

Updated 09/13/2017
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

Students requesting a Leave of Absence must complete a Request for Leave of Absence form and obtain the signature of their advisor. (Forms are available on the Warner School website [https://www.warner.rochester.edu/files/studentservices/forms/lvabsence.doc; a PDF version is also available] or from the Warner Registrar’s Office.) The request must also be accompanied by one of the following documents:

(a) for Medical Leave, a physician’s letter, written to Associate Dean Brian Brent, and documenting the student’s condition (in broad terms) and assessing when she or he can return to active academic status;
(b) for Professional Leave, a job supervisor’s letter, written to Associate Dean Brian Brent, and documenting the need to focus students’ time and attention on job-related activities and estimating when they can return to active academic status;
(c) for Personal Leave, students will complete this form, documenting the reason(s) why a personal leave is needed, as well as when they can return to active academic status.

Warner grants professional and personal leaves for a total of two semesters only over the course of a degree program; in the case of medical leaves, students’ medical professionals determine the length of the leave.

Students must submit the Request form, along with the required documentation (see above), to the Warner School Registrar’s Office within one month after the start of the semester. Once the Registrar receives this Request form, she will register students for the leave

Students registering for Leave of Absence (ED 985), which is assigned 0 (zero) credit hours, will carry an X-time 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 School Registrar either via e-mail or phone: registrar@warner.rochester.edu or 585. 273.3383.