



WARNER
SCHOOL OF EDUCATION
UNIVERSITY of ROCHESTER

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:

- 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 his/her Faculty Advisor's signature*;
- 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, written to the Associate Dean, to the Warner Registrar;
- The Associate Dean will notify student regarding the status of his/her request.

* *In cases of serious illness, where obtaining this signature would work a hardship on the student, s/he 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 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
- 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

Associate Dean: _____
Signature
Date



WARNER
SCHOOL OF EDUCATION
UNIVERSITY of ROCHESTER

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

A student requesting a Leave of Absence must complete a **Request for Leave of Absence** form and obtain the signature of his/her advisor. (Forms are available on the Warner School website [<https://www.warner.rochester.edu/files/student-services/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 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.

The student 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. The Request form, however, does not suffice for registration. ***The student must also register online for the leave (ED 985).***

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 also 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 Warner School Registrar either via e-mail or phone: registrar@warner.rochester.edu or 585.273.3383.