



College of Nursing

Petition for Withdrawal or Leave of Absence

PLEASE READ INSTRUCTIONS ON SECOND PAGE

Please PRINT Legibly

RUConnected ID #

Address _____

LAST Name _____

City _____ State _____

FIRST Name _____

Zip _____

Degree: MSN DNP DNSc/PhD Post-Master's

Primary Phone _____

Personal _____

E-mail _____

Choose #1 or #2.

#1

Leave of Absence

(Complete all information on right and continue to "Authorizations")

Quarter Leave Starts: WINT SPRG
 FALL SUM Year: _____

Reason for leave:
 Financial Health Personal/Family
 Academic: courses unavailable, etc.
 Other (Explain): _____

Granted a LOA before? NO YES
If YES, list qtr & yr that each LOA began:

#1 = Qtr: _____ Yr: _____
#2 = Qtr: _____ Yr: _____
#3 = Qtr: _____ Yr: _____
#4 = Qtr: _____ Yr: _____

Quarter Returning to: WINT SPRG
 FALL SUM Year: _____

Please read this statement and sign below:

"I understand that completion of this petition does not constitute approval for a Leave of Absence. 'Clearance' makes me eligible for a leave, which is granted by my College. It is my responsibility to communicate directly with my College regarding the disposition of my petition. I agree to return on the date indicated. If I cannot, I am required to contact my college prior to my return date to discuss the options open to me."

Student's Signature _____

Date _____

#2

Withdrawal

(Complete all information on right and continue to "Authorizations")

I WISH TO WITHDRAW FROM THE UNIVERSITY.

Reason for withdrawal: Academic Financial Health/Medical Another school Personal/Family Other (Explain below): _____

Student's Signature _____

Date _____

Authorizations

All signatures are **MANDATORY** for *Leaves of Absence* and *Withdrawals* whether or not these services were ever utilized. After obtaining signatures #1 and #2, signatures #3 through #9 can be obtained in any order with signature #10 being last.

List items required for clearance, if any:

Authorized Signature

Date

1 Advisor

2 Associate Dean
(1080 Armour)

3 Library Obligations
Checked (All students)

4 Financial Aid

5 Loan Collection

6 Bursar
(Financial Affairs Office)

7 Insurance (Financial Affairs Office) If taking LOA, continue insurance?
Yes No Doesn't have Rush insurance

8 Housing No = Office of the Registrar can sign.
Yes = Office of Student Affairs (984) must sign.

9 Parking Garage (Withdrawals only) No = Office of the Registrar can sign.
Yes = Parking Garage must sign.

10 Registrar If student is withdrawing, was ID received?
Yes No ID Not Issued

Note: If you have a locker through Student Affairs, please contact that office before leaving campus to avoid having your items discarded.

For Use by the Office of the Registrar

Official LOA/WD date _____

Course(s) Dropped? YES _____ hrs
 NO, not registered
 NO, after 5th week. WP, WF, or WN grades to be assigned.

Copied to CON _____

Date of System Entry _____

Refund % _____

Processed by _____

Copied to Student _____

Withdrawal

Definition:

Implies the permanent departure from the University without the immediate expectation to return.

Procedure

After notifying your advisor, complete the information required and obtain your advisor's signature. After obtaining signatures #1 and #2, signatures #3 through #9 can be obtained in any order with signature #10 being last.

Leave of Absence (LOA)

Definition:

*A temporary suspension of studies granted to an eligible student for whom an approved time limit has been set and a specific date of return established. The time spent on a leave of absence status is **included** in calculating the time limits for completion of degrees.*

Eligibility:

*Graduate students **admitted conditionally**, who **have not** met the conditions for full admission, **may not** apply for a leave of absence.*

Length:

*Maximum length of time that will be approved for a **single** leave is **FOUR** consecutive quarters. Students needing to be gone **longer than four consecutive quarters** will be required to **withdraw**.*

Limitations:

*Each degree has a time limit for completion that **includes** time away on leave. The **total maximum** number of quarters permitted to be on leave status (while in pursuit of the **same** degree) is **EIGHT** quarters.*

Procedure for LOA

1. A student planning to take a leave of absence should apply no later than the end of the first week of the quarter in which the leave will begin. Information regarding returning from a LOA is mailed to the student.
2. After consultation with your advisor, complete the top half of LOA form and obtain the required signatures. All LOAs **must** also be approved by the associate dean for academic affairs or her/his designate.
3. The Office of the Registrar is the designated office that a student must notify if he/she wishes to withdraw from the University. The date that this form is received by the Office of the Registrar will be the date used in processing the leave of absence or withdrawal from the University unless otherwise noted in writing by the program director.
4. Please Note: A student who completes the LOA form after the fifth week of the quarter will receive grades in the courses for which he/she is registered. The student is subject to academic progressions review based upon the assigned grades. Any decision of the Progressions Committee supersedes the submitted LOA form.

Returning from Leave of Absence

The student is required to return by the approved date. If unable to return as agreed, the student is required to contact his/her advisor, a minimum of two weeks prior to the beginning of the expected quarter of return, and discuss the options open to him/her. A request to extend a LOA requires a new clearance form but only the signatures of the student's advisor and the associate dean for academic affairs or her designate are necessary.

The policy regarding mandatory continuous enrollment for students is strictly enforced. Students who do not return as specified in their LOA agreement, and who did not receive an approved extension, will be administratively withdrawn after one quarter of unapproved leave. This administrative withdrawal is posted to the student's transcript.

Registration for the quarter of return is the responsibility of the student. Like any other continuing student, a student on leave must register during the registration period or will incur a late registration fee. Students can access RUConnected at <http://www.rushu.rush.edu/ruconnected>.