Rush University

Petition for Withdrawal or Leave of Absence

NOT FOR USE BY NURSING STUDENTS **PLEASE READ INSTRUCTIONS ON SECOND PAGE**

Student ID # 00 ___ ___ ___ ___ ___

Address _____

City _____ State _____

LAST Name _____ Zip _____ Primary Phone: _____

FIRST Name _____ Secondary Phone: _____

Degree: ☐BS ☐ MA ☐ MS ☐ MD ☐ AuD ☐ PhD ☐Cert in_____ Personal E-mail _____

Choose #1 or #2.

#1 ☐ Leave of Absence
(Complete all information on right and continue to "Authorizations")

Term Leave Starts: ☐ WINT ☐ SPRG ☐ FALL ☐ SUM Year:_____

RMC Use: _____

Term Returning: ☐ WINT ☐ SPRG ☐ FALL ☐ SUM Year:_____

RMC Use: _____

Reason for leave:
☐ Financial ☐ Health ☐ Personal/Family
☐ Academic: courses unavailable, etc.
☐ Approved leave to complete additional degree within Rush University* (see page 2)
☐ Other (Explain):
_____

Granted a LOA before? ☐ NO ☐ YES
If YES, list term & yr that each LOA began:
#1 = Term: _____ Yr: _____
#2 = Term: _____ Yr: _____
#3 = Term: _____ Yr: _____
#4 = Term. _____ Yr. _____

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 department/college. It is my responsibility to communicate directly with my department/college regarding the disposition of my petition. I agree to return on the date indicated. If I cannot, I am required to contact my department/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 signature #1, signatures #2 through #7 can be obtained in any order with signature #8 being last.

	List items required for clearance, if any:	Authorized Signature	Date
1 **Program Director**			
2 **Library Obligations Checked** (All students)			
3 **Financial Aid**			
4 **Bursar** (Financial Affairs Office)			
5 **Insurance** (Financial Affairs Office)	If taking LOA, continue insurance? Yes ☐ No ☐ Doesn't have Rush insurance ☐		
6 **Housing**	No = Office of the Registrar can sign. Yes = Office of Student Life (984) must sign.		
7 **Parking Garage** (Withdrawals only)	No = Office of the Registrar can sign. Yes = Parking Garage must sign.		
8 **Registrar**	If student is withdrawing, was ID received? Yes ☐ No ☐ ID Not Issued ☐		

Note: If you have a locker through Student Life, 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 College _____

9/12

Date of System Entry _____ Refund % _____ Processed by _____ Copied to Student _____

Rush University

Petition for Withdrawal or Leave of Absence

NOT FOR USE BY NURSING STUDENTS!

Withdrawal

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

Procedure

1. After informing your program director, complete the form and obtain the program director's signature. After obtaining signature #1, signatures #2 through #7 can be obtained in any order with signature #8 being last.
2. Complete the process by submitting the form to the Office of the Registrar. The Office of the Registrar is the designated office that a student must notify if a student wishes to withdraw from the University.

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.*

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

Limitations:
Consult your program or the Rush University Catalog for policy regarding the total number of terms a student may be on a leave of absence.

Petition Procedure

1. A student petitioning for a leave of absence must apply no later than the end of the first week of the term in which the leave will begin.
2. Complete the top half of the form with all required information
3. After consultation with your Program Director, obtain his/her signature.
4. Obtain all other signatures (see exception below), ending with submission of the completed form to the Office of the Registrar. The Office of the Registrar is the designated office that a student must notify if he/she wishes to withdraw from the University. Information regarding returning from a Leave of Absence is mailed to the student.

* Students approved for a LOA to complete an additional degree within Rush University need to only obtain signatures #1 and #9, presuming that the student is immediately enrolling in the other program without taking time off from Rush University. If there will be one or more terms in which the student will not be enrolled in any college of Rush University, all signatures are required.

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 program director, a minimum of two weeks prior to the beginning of the expected term of return, and discuss the options open to him/her. A request to extend a LOA is subject to the same review and approval process as the original. A new clearance form must be completed but only the signatures of the student's program director and the Office of the Registrar are required.

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 term of unapproved leave. This administrative withdrawal is posted to the student's transcript.

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

Re-admission after being administratively withdrawn requires a full re-application for admission including all fees and documents associated with application for admission.

Please Note: A student who completes the LOA form after the fifth week of the term will receive grades in the courses for which he/she is registered. The student is subject to departmental/college academic progressions review based upon the assigned grades. Any decision of the department/college supersedes the submitted LOA form.

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.