



## Petition for Withdrawal or Leave of Absence

Office of the Registrar • 600 S. Paulina St., Suite 440, Chicago, IL 60612-3873 • Phone: (312) 942-5681 •  
Email: [Registrars\\_Office@rush.edu](mailto:Registrars_Office@rush.edu)

The Office of the Registrar will use the below information to update your address in the University's system.

Student ID # _____	Address _____
LAST Name _____	City _____ State _____
FIRST Name _____	Zip _____ Primary Phone: _____
Program: <input type="checkbox"/> BS <input type="checkbox"/> MS <input type="checkbox"/> MSN <input type="checkbox"/> MD <input type="checkbox"/> AuD <input type="checkbox"/> OTD <input type="checkbox"/> DNP <input type="checkbox"/> PhD <input type="checkbox"/> Cert	Secondary Phone: _____
	Personal E-mail _____

Do you have an AVIT transponder for the Rush parking garage? ☐ Yes ☐ No  
Students must make arrangements with the Parking Garage to return the AVIT transponder.

### Choose #1 or #2.

<b>#1 <input type="checkbox"/></b> <b>Leave of Absence</b> (Complete all information on right and continue to "Authorizations")	<b>Term Leave Starts:</b> <input type="checkbox"/> FALL <input type="checkbox"/> SPRG <input type="checkbox"/> SUM Year: _____	<b>Reason for leave:</b> <input type="checkbox"/> Financial <input type="checkbox"/> Personal/Family <input type="checkbox"/> Academic <input type="checkbox"/> Extension of Current LOA <input type="checkbox"/> Approved leave to complete additional degree within Rush University <input type="checkbox"/> Courses Unavailable <input type="checkbox"/> Other (Explain): _____ <input type="checkbox"/> Medical Leave of Absence (please see 2 <sup>nd</sup> page for additional requirements)
	<b>Term Returning:</b> <input type="checkbox"/> FALL <input type="checkbox"/> SPRG <input type="checkbox"/> SUM Year: _____	
	<b>Do you wish to continue student health insurance coverage during your Leave of Absence?</b> <input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Do not have Rush insurance *Restrictions apply. Students choosing to continue using Rush's student health insurance plan must make an immediate payment for the entire term of the Leave of Absence. Please contact the Student Business Office ( <a href="mailto:sbo@rush.edu">sbo@rush.edu</a> ) for more information.	
	<b>Please read this statement and sign below:</b> <i>"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."</i>	
	Student's Signature _____	Date _____

<b>#2 <input type="checkbox"/></b> <b>Withdrawal</b> (Complete all information on right and continue to "Authorizations")	<b>I WISH TO WITHDRAW FROM THE UNIVERSITY.</b>
	<b>Reason for withdrawal:</b> <input type="checkbox"/> Academic <input type="checkbox"/> Financial <input type="checkbox"/> Health/Medical <input type="checkbox"/> Another school <input type="checkbox"/> Personal/Family <input type="checkbox"/> Other (Explain below): _____ _____ Student's Signature _____ Date _____

### Authorizations

	Authorized Signature	Date
1 Office of Student Financial Aid	_____	_____
2 College Approval 1	Nursing: Advisor Signature, this line Rush Med College: Senior Assoc Dean, this line All other students: Program Director, this line	_____
3 College Approval 2	Nursing: Associate Dean, this line All other students: this line not applicable	_____
4 Registrar Approval	_____	_____

Office Use Only for LOA Requests:

Has student been granted LOA before? If so, when? \_\_\_\_\_



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## Instructions:

After matriculation to Rush University, a student may not arbitrarily cease registration without notice and must petition for withdrawal or leave of absence using this form. The Office of the Registrar is the designated office that a student must notify if they wish to withdraw or take a leave of absence from Rush University. The date that the student begins the process of withdrawing or applying for a leave of absence will be the official date used in processing this form. Students who go on leave or withdraw after the first week of the term will receive a withdrawal grade on their transcript. No classes may be withdrawn during the last three weeks of any term. A student who initiates a Petition for Withdrawal or Leave of Absence on or after the Monday beginning the last three weeks of the term will receive grades in their registered courses and will be subject to an academic progression review based on these assigned grades. The day after the end of the current term will be the official date used in processing a LOA form submitted during the current term for the next term or during a break period.

## Withdrawal

### Definition:

Implies the permanent departure from the University without the immediate expectation to return. Students who withdraw must apply to be readmitted if they wish to return to the University.

## Procedure

1. Prior to completing this form, please notify your advisor (College of Nursing students), program director (College of Health Sciences and Division of Translational Science students), or Office of Integrated Medical Education (Rush Medical College medical students) of your intention to withdraw.
2. Complete the Withdrawal portions of this form.
3. You will be notified once all approvals have been received and your form has been processed.

## 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. Each degree has a time limit for completion. The decision to include the LOA in calculating the time limits for completion of the degree is within the discretion of each program.

A Medical LOA must be accompanied by documentation from the student's health care provider and/or an independent evaluator must attest to the student's inability to participate in the curriculum due to a medical condition.

### Eligibility:

Students **admitted conditionally**, who have **not** met the conditions for full admission, **may not** apply for a leave of absence. Leaves of absence are approved and granted for the term which the LOA is desired or otherwise as approved by the program.

### Length:

Students may take a voluntary leave of absence for up to three consecutive semesters (12 months) or three cumulative semesters if more than one leave is taken. In view of the nature and rigor of the academic program, it is the college's expectation that students will not exceed three cumulative semesters of leave over the course of their time as a program participant, unless otherwise provided for by this policy.

Students who have exceeded three consecutive or cumulative semesters of leave ordinarily will be administratively withdrawn effective at the end of the third semester. Petitions may be granted to extend a leave for up to an additional three semesters. Students seeking an exception to the three-semester maximum must petition the program director in their college no later than the end of the third semester of leave.

Exceptions to the two-year LOA limit may apply. Please refer to the Academic Leave of Absence policy for details.

## Petition Procedure

1. Prior to completing this form, please notify your advisor (College of Nursing students), program director (College of Health Sciences and Division of Translational Science students), or Office of Integrated Medical Education (Rush Medical College medical students) of your intention to take a leave of absence.
2. Complete the Leave of Absence portions of this form.
3. If requesting a Medical Leave of Absence, documentation from a health care provider or independent evaluator must be provided to the Office of the Registrar. Please forward that documentation to [registrars\\_office@rush.edu](mailto:registrars_office@rush.edu).
4. You will be notified once all approvals have been received and your form has been processed.

## Returning from Leave of Absence

Students must satisfy the conditions of the LOA before re-entering and must comply with all policies, requirements and course sequences in effect at the time of re-entry. Prior to the start of their returning term, the student must complete the [Return from Leave of Absence form](#). In general, 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 (College of Nursing students), program director (College of Health Sciences and Division of Translational Science students), or Office of Integrated Medical Education (Rush Medical College medical students) a minimum of two weeks prior to the beginning of the expected term of return (for medical students, a minimum of 90 days prior to the expected return date) and discuss the options open to them. 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.

If returning from a Medical Leave of Absence, the student must submit clearance to return from their health care provider and/or an independent evaluator attesting to their ability to resume their studies and participate fully in the curriculum.

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.

If the student is in a program that is batch registered, the Office of the Registrar will administratively register them when their program makes the request. If the student is in a program that requires self-registration, the student will need to enroll before the term begins to prevent late registration fees.

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