



College of Nursing

Petition for Withdrawal or Leave of Absence

PLEASE READ INSTRUCTIONS ON SECOND PAGE

Please PRINT Legibly

Student ID #

00 _ _ _ _ _

Address _____

LAST Name _____

City _____ State _____

FIRST Name _____

Zip _____

Degree: MSN DNP PhD Post-Master's

Primary Phone _____

Personal E-mail _____

Please mark this box if you wish for the Office of the Registrar to update its records with the address you've listed above.

Choose #1 or #2.

<p>#1 <input type="checkbox"/></p> <p>Leave of Absence</p> <p>(Complete all information on right and continue to "Authorizations")</p>	<p>Term Leave Starts: <input type="checkbox"/> SPRG <input type="checkbox"/> FALL <input type="checkbox"/> SUM Year: _____</p> <p>Term Returning to: <input type="checkbox"/> SPRG <input type="checkbox"/> FALL <input type="checkbox"/> SUM Year: _____</p>	<p>Reason for leave:</p> <p><input type="checkbox"/> Financial <input type="checkbox"/> Health <input type="checkbox"/> Personal/Family <input type="checkbox"/> Academic: courses unavailable, etc. <input type="checkbox"/> Other (Explain): _____</p>	<p>Granted a LOA before? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, list qtr & yr that each LOA began:</p> <p>#1 = Term: _____ Yr: _____ #2 = Term: _____ Yr: _____ #3 = Term: _____ Yr: _____ #4 = Term: _____ Yr: _____</p>
<p>Please read this statement and sign below:</p> <p><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 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 <u>prior</u> to my return date to discuss the options open to me."</i></p>			
<p>Student's Signature _____</p>			<p>Date _____</p>

<p>#2 <input type="checkbox"/></p> <p>Withdrawal</p> <p>(Complete all information on right and continue to "Authorizations")</p>	<p>I WISH TO WITHDRAW FROM THE UNIVERSITY.</p> <p>Reason for withdrawal: <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): _____</p> <p>_____</p> <p>_____</p>
<p>Student's Signature _____</p>	
<p>Date _____</p>	

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 #8 can be obtained in any order with signature #9 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 Bursar (Financial Affairs Office)	_____	_____
6 Insurance (Financial Affairs Office) If taking LOA, continue insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't have Rush insurance <input type="checkbox"/>	_____	_____
7 Housing No = Office of the Registrar can sign. Yes = Office of Student Life (984) must sign.	_____	_____
8 Parking Garage (Withdrawals only) No = Office of the Registrar can sign. Yes = Parking Garage must sign.	_____	_____
9 Registrar If student is withdrawing, was ID received? Yes <input type="checkbox"/> No <input type="checkbox"/> ID Not Issued <input type="checkbox"/>	_____	_____

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

College of Nursing

Petition for Withdrawal or Leave of Absence

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 #8 can be obtained in any order with signature #9 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 **three** consecutive terms. Students needing to be gone **longer than three consecutive terms** will need to petition to the Progressions committee for an exception to the policy or will need to withdraw.*

Limitations:

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

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 term 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 initiates a petition for leave of absence form after the first week of the term will receive a withdrawal grade on the transcript for any coursework. No classes may be withdrawn during the last three weeks of any term. A student who initiates a petition for leave of absence form on or after the Monday beginning the last three weeks of the term will receive grades in the registered courses and will be subject to an academic progression review based on 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 term 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 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. 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>.