



# Rush University

## Petition for Withdrawal or Leave of Absence

FOR USE BY RUSH MEDICAL COLLEGE STUDENTS ONLY

PLEASE READ INSTRUCTIONS ON SECOND PAGE

Student ID # 00 \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

LAST Name \_\_\_\_\_ Primary Phone \_\_\_\_\_

FIRST Name \_\_\_\_\_ Personal E-mail \_\_\_\_\_

**Choose #1 or #2.**

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

**Term Leave Starts:**  
 SPRG  FALL  SUM  
 Start Date (dd/mm/yy) \_\_\_\_\_

**Reason for leave:**  
 Financial  Health  
 Academic  Personal/Family  
 Advanced Study: Rush University  
 Advanced Study: Other college/university  
 Other (Explain): \_\_\_\_\_

**Term Returning:**  
 SPRG  FALL  SUM  
 Return Date (dd/mm/yy) \_\_\_\_\_

**I requests that my Rush University health insurance continues while I'm on the leave of absence:**  Yes  No

**Please read this statement and sign below:**  
*"I understand that submission of this petition does not constitute approval for a Leave of Absence. A leave can only be granted by Rush Medical College. It is my responsibility to communicate directly with the Associate Dean of the Office of Medical Students Programs (OMSP) regarding the disposition of this petition. 'Clearance' to begin a leave is accomplished by obtaining all of the signatures under 'Authorizations' below.*  
*'Clearance' to return from a leave, or to obtain an extension of a leave, will be initiated by my written contact with the Associate Dean in OMSP, no later than 90 days prior to my expected return date. Failure to contact the Associate Dean in writing will result in my being administratively withdrawn from Rush Medical College, with this process beginning the return date originally specified and becoming effective after one quarter of unapproved leave.*  
*Upon receipt of my written communication, OMSP will review my eligibility, the status of any pre-specified conditions, and proposed schedule form. If an extension is requested and approved, I will need to complete the Leave of Absence Extension procedure and form. If a return to enrollment is requested and approved, OMSP will finalize a return date with me and sign the RMC Re-Enrollment Approval Form, which will notify the Office of the Registrar that the student has permission to register for the term specified on the approval form."*

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  Personal/Family  Transfer to another school  Career Change  
 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 Associate Dean, Rush Medical College	_____	_____
2 Library Obligations Checked (All students)	_____	_____
3 Financial Aid	_____	_____
4 Bursar (Financial Affairs Office)	_____	_____
5 Insurance (Financial Affairs Office)	_____	_____
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 <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.

## Petition for Withdrawal or Leave of Absence

### For Use By Rush Medical College Students Only

#### Withdrawal

**Definition:**

*Implies the permanent departure from the University without the expectation to return to this degree program.*

#### Procedure

1. After completing the form, obtain the Associate Dean for Rush Medical College'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.*

#### Petition Procedure

1. A student petitioning for a leave of absence should 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. 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 semesters 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 initiate written contact with the Associate Dean in RMC no later than 90 days prior to the approved return date in order to:

- a) confirm his/her intended return on the originally-approved date
- b) request a Leave of Absence extension
- c) announce his/her intention to permanently withdraw from RMC

If return to enrollment is requested and approved, OMSP will finalize a return date with the student and sign the RMC Re-enrollment Approval Form. This form will notify the Office of the Registrar that the student has permission to register for the date/term specified on the approval form.

If an extension is requested and approved, the student will need to complete a new Leave of Absence form. A request to extend a Leave of Absence is subject to the same review and approval process as the original.

If a withdrawal is requested, the student will be asked to complete and sign the Petition for Withdrawal Form.

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. Re-admission after being administratively withdrawn requires a formal, written re-application for admission.

**Please Note:** The student is subject to RMC's academic progressions review based upon any assigned grades. Any decision of the 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 Associate Dean.