



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 _____

Primary Phone: _____

FIRST Name _____

Zip _____

Secondary Phone: _____

Degree: BS MA MS MD AuD PhD Cert in _____

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>RMC Use: _____</p> <p>Term Returning: <input type="checkbox"/> SPRG <input type="checkbox"/> FALL <input type="checkbox"/> SUM Year: _____</p> <p>RMC Use: _____</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 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 <u>prior</u> to my return date to discuss the options open to me."</i></p> <p>_____</p> <p>Student's Signature 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 Date</p>

*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 <input type="checkbox"/> No <input type="checkbox"/> Doesn't have Rush insurance <input type="checkbox"/>	_____	_____
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.

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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 **three** consecutive terms. Students needing to be gone **longer than three consecutive terms** will need to petition 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.*

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 #8, 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 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 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.