

Policy on Withdrawal/Leave of Absence/Inactive Status

Policy Statement

This policy defines withdraw, leave of absence, and inactive status from the University by a student. The policy aligns with the Federal Title IV financial aid refund policy with respect to Federal Student Aid (FSA) programs authorized by the Title IV of the Higher Education Act of 1965, as amended (HEA).

Reason for the Policy

The University of Rochester is adopting this policy in order to ensure compliance with the FSA Program regulations regarding return of Title IV funds (R2T4) while at the same time aligning the entire University under one policy for students, with different procedures as appropriate to the school.

Applicability of the Policy

This policy applies to all University of Rochester (UR) students (AS&E graduate and undergraduate; SON; Eastman; Simon, Warner, EIOH, and SMD), faculty, and staff who are responsible for processing student withdrawals/leave of absence/inactive status. This policy applies to transactions to or for all students, including non-degree students and matriculated degree students, and includes transactions made during summer enrollment.

Policy Description

Leave of Absence or Inactive Status (a temporary separation from the University)

There are two kinds of leaves:

- Approved off-campus study for full-time study elsewhere in a non-UR program
- Personal leaves

Requests:

Both types of leave are requested via the [Change of Status Form](#) through the individual school.

Deadlines:

If your plans are made (for example, if you are studying abroad), you must submit the form by the deadlines determined by your school. You can place yourself on leave voluntarily at any time before the semester begins.

Rescinding a Personal Leave:

If you decide to rescind part or all of your leave of absence and return to UR sooner or later than originally planned, you must notify your appropriate dean or the Center for Advising Services (AS&E

undergraduate) in writing (email is fine). You should do so as soon as possible. Include your ID number and specify the semester you intend to return.

Student Account and Financial Aid

If you take a leave of absence or go on inactive status prior to or in between semesters/quarters, then all charges and aid will be cancelled for subsequent terms.

If you take a leave of absence or go on inactive status during a semester/quarter, tuition charges and financial aid disbursements will be pro-rated based on the University's Refund Policy and your effective date of withdrawal. You will receive a revised student bill and financial aid award once the adjustments have been made. You may consult with the Bursar's Office about your adjusted charges for the semester/quarter. Students receiving financial assistance may also consult with the Financial Aid Office to understand how withdrawal will affect financial aid.

International Students

International students seeking to take a leave of absence or go on inactive status must meet with the International Services Office in advance to determine eligibility and impact on their immigration status.

Internal Procedure:

The effective date of the leave of absence/inactive status is:

- For an immediate leave - the date that the student notified the appropriate University faculty/staff person of their intent or completed the form, (note, this is also the date of the institution's determination)
- For a leave at the completion of the current semester/quarter - the end date of the current semester.

Key stakeholders in the registrar, financial aid, and bursar's offices must be notified by the staff member responsible for processing the change of status (registrar, academic advisor, Dean) within 1-2 business days of the student's notification or the institution's determination, whichever is earlier. The notification must include the effective date, the student's last date of attendance (if different from the effective date), and (if applicable) the date of the institution's determination.

Withdrawal (a permanent separation from the University)

If you decide to leave the college once the semester has started, you have to withdraw and fill out a Change of Status Form.

Academic Record

Your transcript will note the official withdrawal. If you leave after the end of the drop/add period of the semester/quarter, all of your classes will remain on your transcript with W's as an official grade. You cannot complete work for a semester in which you withdraw.

Student Account and Financial Aid

The Bursar's Office and Financial Aid Office will work together after receiving your official Change of Status notice to complete the refund calculation within 30 days of your change of status. Tuition charges and financial aid disbursements will be pro-rated based on the University's Refund Policy and your effective date of withdrawal. You will receive a revised student bill and financial aid award once the adjustments have been made. You may consult with the Bursar's Office about your adjusted charges for the semester/quarter. Students receiving financial assistance may also consult with the Financial Aid Office to understand how withdrawal will affect financial aid.

International Students

International students who withdraw must also meet with the International Services Office about their visas.

Withdrawal/Leave of Absence/Inactive Status Requirements

Once you have ceased enrollment from the University you may not:

- attend classes
- compete in intercollegiate athletics or club sports
- run for or hold an elected or selected office, either campus-wide or within a house
- participate in ensembles, rehearsals, or student activities

If you are a residential student you must:

- vacate your room within 48 hours; students who need additional time should make arrangements with the appropriate residential life office
- return your house/room keys to the appropriate residential life office
- leave your room in the condition you found it
- provide a change of address and return your PO box keys to the appropriate office

Request for Readmission

You can request readmission by following the procedures defined by the school in which you are enrolled.

Medical Clearance

If you withdrew from the college for health reasons, you will be required to have a full report sent to University Health Services Office from a health care provider who treated you while you were away. Requests for readmission from a medical withdraw/inactive status must be approved by University Health Services.

Internal Procedure:

The effective date of the withdraw is:

- For an immediate withdraw - the date that the student notified the appropriate University faculty/staff person of their intent or completed the form, (note, this is also the date of the institution's determination)
- For a withdrawal at the completion of the current semester/quarter - the end date of the current semester.

Key stakeholders in the registrar, financial aid, and bursar's offices must be notified by the staff member responsible for processing the change of status (registrar, academic advisor, Dean) within 1-2 business days of the student's notification or the institution's determination, whichever is earlier. The notification must include the effective date, the student's last date of attendance (if different from the effective date), and (if applicable) the date of the institution's determination.