



LEAVE OF ABSENCE/UNIVERSITY WITHDRAWAL

April 20, 2017

OVERVIEW OF PROPOSED CHANGES

- Change in title of policy – from Student Leave of Absence to Leave of Absence and University Withdrawal Policy
- Address University Withdrawal for the first time in University policy.
- Removed LOA administrative procedures/processes from the policy.
- Detailed deadlines for request for leave of absence or university withdrawal in the current term (immediate Leave of Absence).
- Inserted additional information on financial implications and responsibilities of students to strengthen clarity.

LEAVE OF ABSENCE

- Policy Clarifications:
 - Duration of Leave of Absence – may not exceed 3 consecutive terms of non-enrollment.
 - Extension of Leave of Absence – option removed.
 - Window to request an Immediate Leave of Absence – between 1st day and last day of classes for a term (in cases where the last day of class is a Saturday requests must be completed by close of business Friday).
 - In Case of Emergency or Involuntary Leave of Absence – in cases where the student is unable to initiate the request, the chair of the Student Behavioral Consultation Team (SBCT) may initiate and process a leave of absence in conjunction with the student's primary academic unit. The signature of the chair of SBCT will be accepted in lieu of the student signature.
 - Academic or disciplinary suspension will override a Leave of Absence.

UNIVERSITY WITHDRAWAL

- Formally known as Institute Withdrawal.
- Introduced into policy for the first time – defining the parameters of University Withdrawal.
- Generally parallels the policy for Leave of Absence; HOWEVER a University Withdrawal is a permanent separation from the University. Students wishing to return to RIT after an University Withdrawal would need to apply through admissions.
- Window to request a University Withdrawal – between 1st day and last day of classes for a term.
- Academic or disciplinary suspension overrides a University Withdrawal.

FINANCIAL CONSIDERATIONS

- New to policy – not new in practice.
- Details for students that take a Leave of Absence or University Withdrawal may have financial implications.
- Students who withdraw, drop out, are suspended, or take a leave of absence prior to completing more than 60% of term will have their financial aid eligibility recalculated.



PROPOSED ACTION

The Academic Senate approves the proposed changes to Policy D2.1