**Leave of Absence Form**
Simon Graduate School of Business, University of Rochester
Registrar’s Office, 305 Schlegel Hall
Rochester, NY 14627
Phone: (585) 275-3533 / Fax: (585) 271-3907

**Directions:**
- Please complete this form if a student is taking a leave of absence.
- MBA/MS students who are unable to maintain continuous enrollment may remain matriculated in the degree program by taking a leave of absence.
- Students considering a leave of absence are encouraged to first consult with the Director of Student Services.
- To apply for a leave of absence, students must register for GBA 985 Leave of Absence (zero credit hours) by completing the Leave of Absence Form, which includes the reason for the request and the expected duration of the leave, and submit it to the Registrar’s Office for processing.
- Students may request a leave of one term up to a maximum of three terms (one academic year).
- Scholarships should not be affected if the student is on an approved leave of absence and is expected to return within one academic year.
- International students must have the permission of the International Services Office (ISO) prior to applying for a leave of absence.
- Students who have not maintained continuous enrollment will not be allowed to register for courses until the continuous enrollment requirement is satisfied. Students failing to register for 3 consecutive quarters will be withdrawn from the program.

<table>
<thead>
<tr>
<th>Student Name: ___________________________</th>
<th>Today’s Date: ______________</th>
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</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
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<tr>
<td>UID#: ___________________________</td>
<td>Program: ____________________</td>
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</tbody>
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**Effective Date:** ______________  **Effective Quarter:** ___________  **Return Date:** ______________

**Reason for Leave:** ____________________________________________________________

__________________________________________________________________________________

**Courses**
- All courses dropped for the effective quarter. *Drops without penalty are only permitted during the first two weeks of classes.*
- All courses withdrawn for the effective quarter. W grades assigned.

**Approval**

Director of Student Services ___________________________ Date ___________________________

Director of Executive EMBA Programs ___________________________ Date ___________________________

Director of MS Medical Management ___________________________ Date ___________________________
(only if enrolled in MS Medical Management Program)

PhD Department (only if enrolled in the PhD program) ___________________________ Date ___________________________

**Registrar’s Office Use Only**

- □ Bursar
- □ Financial Aid
- □ Career Center (CMC)
- □ Other

- □ Student file
- □ ISO (International Services Office)
- □ University Health Service

**Copies of form sent to:**

Date received: ______________

Date processed: ______________

Darden Registrar – Change Student Status to “On Leave”.

Rev. 10/2010