Complete and return this form to:
University of Rochester - Simon Business School
Office of the Registrar
245 Gleason Hall
registrar@simon.rochester.edu
Phone: (585) 275-3533 / Fax: (585) 271-3907

Change of Status: Leave of Absence or Withdrawal

Directions:

- *Please complete this form if a student is changing their enrollment status by taking a leave of absence or withdrawing from the Simon Business School. Refer to the Student Handbook for the Simon policy on change of status.*
- *Students must notify their Academic Advisor of their intention to take a leave of absence or withdrawal.*
- *Part-time students may request a leave of absence of 1 quarter up to a maximum of 3 quarters (1 academic year). Full-time students may only request a leave of absence of 1 academic year.*

Student Name: _____ **UID#:** _____
Please print Last First MI

Program: _____

Student's Signature: _____ **Date:** _____
month / day / year

Student is seeking the following change of status:

☐ Leave of Absence ☐ Medical Leave* ☐ Withdrawal from Simon School ☐ Administrative: Involuntary Separation

**A medical leave requires the approval of the University Health Services (UHS) or University Counseling Center (UCC) to take a leave, as well as return from a leave. See Simon Student Handbook for policies regarding medical leave of absence.*

Effective date of status change (*date student stopped participating in classes*): _____
Month/day/year

Date of institution's determination of status change *(date student notified advisor)*: _____
Month/day/year

Expected date of return *(from leave)*: _____
Month/day/year

_____ _____ _____
Advisor's signature *Date* *Print Name*

_____ _____ _____
Asst. Dean of Student's or Admission's signature *Date* *Print Name*

Tuition Refund Exception Approved: _____ % **Fees Refund Exception Approved**: _____
Yes / No

_____ _____ _____
Executive Director of Finance's signature *Date* *Print Name*

Registrar's Office Use Only *Revision: 2/2017*

Copies of approved form sent to:

☐ Bursar ☐ Simon IT ☐ ID Office ☐ CMC ☐ UHS ☐ Financial Aid
☐ Finance ☐ Dean ☐ ISO ☐ OSE ☐ Admissions

Date Received: _____ *Date Processed in NSC:* _____ *In Darden:* _____ *In ISIS:* _____ *By:* _____