

## Leaves of Absence and University Withdrawal

Please note, policies are college specific. Please see each individual college below.

### Jefferson College of Health Professions

**Leave Of Absence** - When personal circumstances make a temporary absence from the College advisable and when intent to return is evident, a leave of absence may be granted to students who file the Student Status Change Form available in the University Office of the Registrar. Permission of the Department Chair, College Dean or Program Director, as appropriate, is required. Normally, a leave will be granted for a period from one semester to a full academic year. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the terms of the probation upon returning.

If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. Students who fail to return to the College at the end of the approved leave will have their status changed from leave of absence to withdrawal, and they will have to apply for readmission in order to return. Students considering a leave should first consult with their academic advisor and other appropriate advisors regarding possible effects on their progress toward the degree, financial aid and tuition charges.

A leave of absence should be arranged in advance, and the student should follow the same procedure as for withdrawal from the College.

Students who have borrowed federal, institutional or private loans are required to complete a federally mandated Exit Interview counseling session. Besides being a federal requirement, it is a very helpful counseling process to ensure that students know the facts and repayment strategies that apply to student loans and to safeguard loans from becoming delinquent during a leave of absence, withdrawal or any other period of non-enrollment or drop in credits to below a halftime status level.

**Withdrawal From The College** - A student may initiate withdrawal from the College by due notice if not subject to dismissal because of failure or disciplinary action. If a withdrawal is initiated, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. In order to withdraw, the student must obtain a Student Status Change Form from the University Office of the Registrar. The date that the form is filed, and not the date of the last class attendance, is considered the official day of withdrawal. A student matriculated in a degree granting or post baccalaureate certificate program who fails to enroll for more than two consecutive semesters without having been granted a leave of absence will be given an administrative withdrawal.

### Jefferson College of Nursing

**Leave Of Absence** - When personal circumstances make a temporary absence from the academic program advisable and when an intent to return is evident, a leave of absence may be granted to students matriculated in a degree or post- baccalaureate certificate program who file the Student Status Change Form available in the University Office of the Registrar. Permission of the School Dean or the appropriate JSN Associate Dean is required. Normally, a leave will be granted for a period from one semester to a full academic year. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the terms of the probation upon returning. If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. Students who fail to return to the program at the end of the approved leave will have their status changed from leave of absence to withdrawal, and they will have to apply for readmission in order to return.

Students considering a leave should first consult with their academic advisor and other appropriate advisors regarding possible effects on their progress toward the degree, financial aid and tuition charges. A leave of absence should be arranged in advance, and the student should follow the same procedure as for withdrawal from the School.

**Withdrawal From The School** - A student may initiate withdrawal from the School by due notice if not subject to dismissal because of failure or disciplinary action. If a withdrawal is initiated, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. In order to withdraw, the student must obtain a Student Status Change Form in the University Office of the Registrar or in Jefferson School of Nursing. The date on which the form is filed, and not the date of the last class attendance, is considered the official day of withdrawal. A student matriculated in a degree or post-baccalaureate certificate program who fails to enroll for more than two consecutive semesters without having been granted a leave of absence will be given an administrative withdrawal. A student who withdraws voluntarily or who is administratively withdrawn from the School must reapply to the Office of Admissions to re-enroll. If readmitted, the student is subject to the academic and curricular requirements in place at the time of readmission.

### **Jefferson College of Pharmacy**

**Leave of Absence and Withdraw** - When personal circumstances make a temporary absence from the School advisable and when intent to return is evident, a leave of absence may be granted to students who file the Student Status Change Form available in the JCP Dean's Office. Permission of the College Dean or the Dean's designee is required. Normally, a leave will be granted for a period from one semester to a full academic year. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the terms of the probation upon returning. If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. If changes to the Doctor of Pharmacy curriculum impact the course of study for a student who is returning from a leave of absence, that student will be responsible for meeting all requirements of the class with whom they will graduate. If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. Students who fail to return to the School by the date that the approved leave expires will have their status changed from a leave of absence to withdrawal, and they will have to apply for readmission in order to return. Students considering a leave should first consult with their academic advisor and other appropriate advisors regarding possible effects on their progress toward the degree, financial aid and tuition charges. A leave of absence should be arranged in advance, and the student should follow the same procedure as for withdrawal from the School. Students who have borrowed federal, institutional or private loans are required to complete a federally mandated Exit Interview counseling session. Besides being a federal requirement, it is a very helpful counseling process to ensure that students know the facts and repayment strategies that apply to student loans and to safeguard loans from becoming delinquent during a leave of absence, withdrawal or any other period of non-enrollment or drop in credits to below a half-time status level.

### **Jefferson College of Biomedical Sciences**

**Leave of Absence** - A student in good standing asking for a leave of absence from the College is required to submit a written request to the director of the graduate program indicating the effective start and end dates and reasons for the leave. The student should also request a letter of support for the leave from their research advisor and their program director. The student should forward the request, accompanied by the above letter(s), to the Dean's office for final approval. The student will receive a written confirmation or denial of the request for a leave. Students receiving fellowship support from an outside agency such as an NRSA fellowship from the NIH must also request permission for a leave of absence from the sponsoring agency in accordance with their rules and regulations.

By a prescribed date, as noted in the confirmation letter, the student must notify their research advisor, program director, the Dean's office and the University Registrar of his/her intention to return to graduate study. A leave of

absence may be granted for a maximum of one year. The student, however, may return to graduate study prior to the designated end of the leave, provided due notice is given to, and approval obtained from, the student's research advisor, program director, the Dean, and to the University Registrar. Throughout the leave period, it is the student's responsibility to stay in touch with and keep their advisor, program director, and the dean's office informed of their status and intent to return from their leave of absence. If the student does not return to graduate study by the end of the leave, the College may administratively withdraw the student from his/her graduate program. A leave will not be granted to students with outstanding financial obligations to the University.

For medical leaves of absence students must proceed through University Health Services, which will notify the Office of the Dean of its recommendation regarding a medical leave. No medical leaves will be reviewed or received without the endorsement of the Director of University Health Services, or other physicians designated by the Director of University Health Services.

Medical leaves will be for a period of up to one year. A leave of more than one year's duration will be granted only under the most extraordinary circumstances and only after review by the Office of the Dean. Prior to reentry, which may be applied for prior to the one year anniversary, appropriate medical screening will be arranged by the Director of University Health Services with consultation, if necessary, to provide assurance of the student's fitness to return to graduate study.

**Withdrawal from the College** - Students wishing to withdraw from the College must do so in writing, specifying an effective date, to the Dean. Proper notification must also be made to the student's advisor and program director. The official date of withdrawal is normally the date approved by the Dean. The student will receive written notification of the decision for withdrawal from the Dean's Office.

## **Jefferson College of Population Health**

**Leave of Absence** - When personal circumstances make a temporary absence from the School advisable and when intent to return is evident, a leave of absence may be granted to students who file the Student Status Change form available in the University Office of the Registrar. Permission of the Director of Academic and Student Services and the Office of the Dean are required. Normally, a leave will be granted for a period from one term to a full academic year. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the conditions of the probation upon returning. If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. Students who fail to return to the School at the end of the approved leave will have their status changed from leave of absence to withdrawal, and they will have to apply for readmission in order to return. Students considering a leave should consult their advisor regarding possible effects on their progress toward the degree, financial aid and tuition charges. A leave of absence should be arranged in advance, and the student should follow the same procedure as for withdrawal from the School. A leave will not be granted to students with outstanding financial obligations to the University.

**Withdrawal from the School** - Students wishing to withdraw from the School must do so in writing, specifying an effective date, to the Associate Dean for Academic and Student Affairs. A withdrawal will not be granted to students with outstanding financial obligations to the University. The official date of withdrawal is normally the date approved by the Associate Dean.