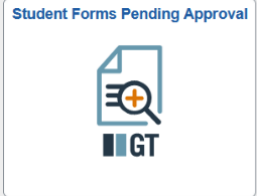
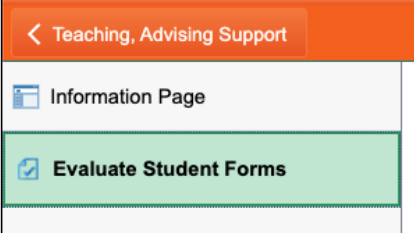
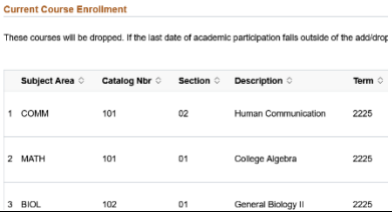
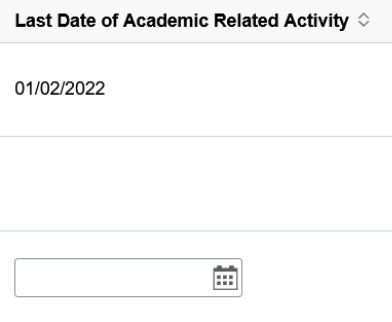

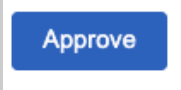


## Guide to Leave of Absence/University Withdrawal eForm

Instructor steps:

| 1            | Instructors will receive an email from <a href="mailto:registrar@rit.edu">registrar@rit.edu</a> that there is a new form to review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |                     |         |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------|---------|-------------|------|--------|-----|----|---------------------|------|--------|-----|----|-----------------|------|--------|-----|----|--------------------|------|
| 2            | Instructors can either log into SIS using RIT credentials (2a-2d) or click on link in the email to go directly to the form (brings you right to step 3).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                     |         |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 2a           | <p>If navigating by logging into SIS, once in Teaching/Advising &amp; Support homepage, select “Student Forms Pending Approval” to see all forms waiting for review and input.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                     |         |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 2b           | <p>Select the “Evaluate Student Forms” option from the menu to the left-hand side.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                     |         |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 2c           | Instructors can search for a specific student by UID or name. To view all pending forms, simply leave all boxes blank and click on “search” at the bottom of the page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |                     |         |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 2d           | Select a specific student form to open and review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |                     |         |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 3            | <p>The top of the form will give information regarding the student. Scroll down to the “Current Course Enrollment section” and find the course you are the instructor for.</p>  <table border="1"> <thead> <tr> <th>Subject Area</th> <th>Catalog Nbr</th> <th>Section</th> <th>Description</th> <th>Term</th> </tr> </thead> <tbody> <tr> <td>1 COMM</td> <td>101</td> <td>02</td> <td>Human Communication</td> <td>2225</td> </tr> <tr> <td>2 MATH</td> <td>101</td> <td>01</td> <td>College Algebra</td> <td>2225</td> </tr> <tr> <td>3 BIOL</td> <td>102</td> <td>01</td> <td>General Biology II</td> <td>2225</td> </tr> </tbody> </table> | Subject Area | Catalog Nbr         | Section | Description | Term | 1 COMM | 101 | 02 | Human Communication | 2225 | 2 MATH | 101 | 01 | College Algebra | 2225 | 3 BIOL | 102 | 01 | General Biology II | 2225 |
| Subject Area | Catalog Nbr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Section      | Description         | Term    |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 1 COMM       | 101                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 02           | Human Communication | 2225    |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 2 MATH       | 101                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 01           | College Algebra     | 2225    |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 3 BIOL       | 102                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 01           | General Biology II  | 2225    |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 4            | <p>The only date box open for editing will be for any class you are an assigned instructor for.</p> <p>Select the appropriate date for Last Date of Academic Related Activity.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |                     |         |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 5            | <p>If the student never attended, or you do not have any grades/record for activity for the student, move the slider under “No Known Activity” to “Yes” and the date box will disappear.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                     |         |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |
| 6            | <p>Scroll to the bottom of the form and click on the “Approve” button.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                     |         |             |      |        |     |    |                     |      |        |     |    |                 |      |        |     |    |                    |      |

It is important that Last Date of Academic Related Activity be provided anytime a form is sent. Please be sure to watch for these emails and responded as quickly as possible. Please refer to the timeline and guidance regarding Last Date of Academic Related Activity below.

If there is more than one instructor assigned to a class, each will receive the email. As soon as one person inputs the Last Date information, it will be complete. Only one assigned instructor needs to provide the information.

This is an important notice related to Federal Financial Aid Programs, and related Federal regulations and statutory guidelines RIT is required to follow. Two of these are related to student withdrawal (WD) and leave of absence (LOA) and are called *Enrollment Reporting* and *Return to Title IV* aid and referred to as (R2T4).

Academic units, Office of the Registrar, the Office of Financial Aid & Scholarships, and Student Financial Services all play a critical role in meeting the regulatory requirements for accurate and efficient processing of R2T4 calculations. **You are receiving this notice because you have responsibilities important to maintaining compliance with these federal programs:**

- Academic department office staff and chairs may be asked to follow up with faculty and advisors, as needed;
- Academic advisors are asked to coordinate the outreach to faculty to support the requirements outlined in this memo;
- Faculty may be asked to confirm a student’s last known date of academically-related activity.

All students who separate from RIT must have their change in enrollment reported accurately and promptly to the National Student Clearinghouse.

Depending on the effective date of the leave or withdrawal, federal aid recipients who take a LOA or WD may not have earned all of the federal aid awarded to them. **Regulations require that R2T4 calculations be completed within 30 calendar days from the date the institution is aware the student intends to take a LOA or WD. The institution has 15 additional days to ensure federal funds for which a student is no longer eligible have been returned to and received by the federal funding source. The institution has an additional 15 days to properly report the student’s enrollment status.**

To meet this timeframe requirement, the following procedures are in effect:

| Timeframe                                 | Action                                                                                                                                                                                                                                                          |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Day 1 – student provides intent to LOA/WD | Student submits a LOA/UW form through SIS.                                                                                                                                                                                                                      |
| Day 2–7                                   | Student’s primary department will be notified of the student’s intent. If the student is taking an immediate LOA or UW in a term, instructors for all courses a student is enrolled in will receive an email requesting that LDARA be added to the form in SIS. |
| Day 8-15                                  | Office of the Registrar to complete processing requirements, perform any investigative follow-up, and notify the appropriate members of the campus community.                                                                                                   |
| Day 16–30                                 | The Office of Financial Aid & Scholarships (OFAS) to ascertain who are federal aid recipients, perform the required R2T4 calculation and notify the student of any federal aid eligibility that has not disbursed as required by regulation.                    |
| Day 31-45                                 | Student Financial Services (SFS) must debit student account and return unearned federal aid to appropriate funding source.                                                                                                                                      |
| Day 46-60                                 | The Office of the Registrar must report the student’s appropriate enrollment status.                                                                                                                                                                            |

**\*ACADEMICALLY RELATED ACTIVITIES – Academically related activities include but are not limited to the following:**

Participating in a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction; participating in a study group that is assigned by the school; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities DO NOT include activities where a student may be present but not academically engaged, such as: living in institutional housing, participating in the school's meal plan, logging into an online class without active participation, participating in academic counseling or advisement.

*(Source: Department of Education Federal Student Aid Handbook, Withdrawals and Return to Title IV Funds)*

**ADDITIONAL INFORMATION AND CLARIFICATION: Provision of Notification**

- **STUDENT PROVIDES NOTIFICATION OF INTENT TO TAKE A LEAVE OF ABSENCE OR WITHDRAW -** Students may provide notification in writing, email, or verbal communication. ***The date of this notification begins the 30 day timetable.*** *It should be noted however, that by regulation, the timetable for the R2T4 calculation MUST begin from the date the student provided notification, not the date he/she may have completed any required forms.*
- **NOTIFICATION TO THE OFFICE OF THE REGISTRAR -** In an effort to provide the highest level of accuracy, the timeframe for the primary academic unit to inform the Office of the Registrar of the student's LDARA will be up to seven calendar days from the date the student provides notification. It is imperative that the primary academic unit outreach to the student's faculty to determine the Last Date of Academically-Related Activity (LDARA). All documentation must be provided to the Office of Registrar within this seven day timeframe.
- **STUDENT DOES NOT PROVIDE NOTIFICATION OF INTENT TO WITHDRAW –** The university is required to identify, to the best of our ability, students who leave RIT without providing official notification. Current practice provides three primary points within the term for identification of a possible withdrawal by a student – through (1) RIT's Starfish system, (2) Office of the Registrar review of students who have withdrawn from all but one class, and (3) end of term reporting for students for whom all grades received in a term are an "F" (this includes students with a combination of all "F" and "W" grades).

Patterns of non-participation<sup>[1]</sup> may be indicative of a student leaving RIT without providing the university with official notification. The non-attendance/participation or no-show flag raised by instructors in the Starfish system is one tool that may assist the university in identifying and outreaching to these students. When an academic unit suspects that a student has stopped participating in all classes, notification should be provided to the Office of the Registrar for further investigation. For a student who has withdrawn from all but one class, the Office of the Registrar contacts the student's primary academic unit to determine whether the student is still participating in the last class. If it is determined the student ceased to participate within the term, the Office of the Registrar will notify OFAS who determines whether an R2T4 calculation is required and financial aid should be adjusted. For a student receiving all "F" grades for the term, the Office of the Registrar contacts the student's primary academic unit for determination of the LDARA. If it is determined that the student ceased to participate

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<sup>[1]</sup> Participation refers to any academic related activity as outlined in this memo.

within the term, the Office of the Registrar will notify OFAS so a determination of an R2T4 calculation is required and financial aid adjusted.

- **TUITION REFUND SCHEDULE HAS NO BEARING ON THE ENROLLMENT REPORTING AND RETURN TO TITLE IV REQUIREMENTS** – Regardless whether a student is eligible for a partial or full tuition refund, the timeframe requirement is still in effect as well as the need to determine if an R2T4 calculation is required.

The Office of Financial Aid and Scholarships and Office of the Registrar will continue to review RIT business practices and federal regulations to ensure compliance. Training for individuals and offices involved will occur in order to ensure the university maintains appropriate compliance.