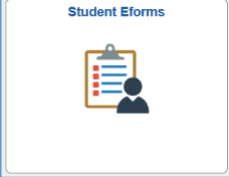

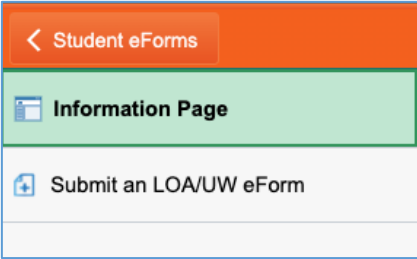
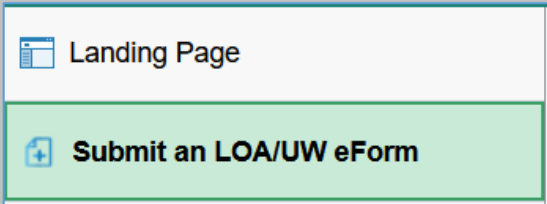
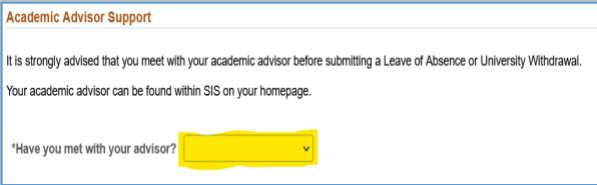


Guide to Leave of Absence/University Withdrawal eForm

Student steps:

1.	<u>Meet with you academic advisor to discuss your plans.</u>
2.	Log into SIS using RIT credentials
3.	From homepage select “Student eForms” tile. 
4.	Select “LOA & University Withdrawal”. This form will allow either a LOA or Withdrawal. 
5.	<u>CAREFULLY</u> read all of the information provided on the landing page. There are important steps that need to be taken and considered <u>BEFORE SUBMITTING THE FORM.</u> 
6.	Once you are sure you wish to proceed, click on the “Submit an LOA/UW eForm” link in the menu 
7.	Information will automatically load including your name, UID, the date of the form and your active program/plan(s).
8.	Under the Academic Advisor Support section, select the appropriate response from the drop down. It is very important to meet with an advisor before submitting the form, as the advisor will be part of the review process once submitted. 

9.	Under the Leave of Absence and University Withdrawal Information section, first indicate from the drop-down if you plan to return to RIT in a future term. If you are taking a leave of absence, your answer should be “Yes” – you plan to return. If you are leaving RIT permanently, you answer should be “No” – you will not be returning.	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;">Leave of Absence and University Withdrawal Information</p> <p style="margin: 10px 0;">*Are you planning to return to the university in a future term? </p> </div>
10	Once you select yes or no in step 9, a new box will appear directly below to indicate your reason for leaving. Please select the most valid reason.	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;">Leave of Absence and University Withdrawal Information</p> <p style="margin: 10px 0;">*Are you planning to return to the university in a future term? No</p> <p style="margin: 10px 0;">*University Withdrawal Reason </p> </div>
11	Next, indicate in the drop down to the right if you will be finishing the courses you are currently enrolled in (this will result in the classes being dropped), or if you intend to complete the current term and start the leave or withdrawal after the term is over. If you are not currently enrolled in any classes you may also select this option.	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 10px 0;">*Are you planning to finish your courses in the current term? </p> </div>
12	Once you have made the selections in steps 9-11 several statements regarding the impacts of your decision will appear. Please read each carefully and initial to the right of each statement to indicate your acknowledgement and understanding of these impacts.	<div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="font-size: 0.8em; color: #800000; margin: 0;">Taking a leave or withdrawing from the university during a semester carries significant impacts. Please review the items below and initial next to each that you understand the impacts.</p> <p style="font-size: 0.8em; margin: 5px 0;">You will earn a grade of "W" for each course that is withdrawn as part of a LOA/UW from between the last day of the </p> <p style="font-size: 0.8em; margin: 5px 0;">*Initial </p> </div>
13	Once all steps have been completed, click on the submit button at the bottom of the form.	<div style="border: 1px solid #ccc; padding: 5px; background-color: #0070c0; color: white; width: 100px; height: 30px; display: inline-block; border-radius: 3px;">Submit</div>

Once the form has been submitted you will receive a confirmation email and the form will be routed through a workflow. Do NOT stop attending classes if you are currently enrolled. ***The leave or withdrawal is not final until you receive a confirmation that it was processed.***

You academic advisor(s) will receive the form first and if they have not heard from you, they will outreach to you. This may hold up the process, so it is recommended you outreach to share your plans before submitting the form.

If you are taking an immediate leave or withdrawal and dropping your current classes, your instructors will all be asked to provide your last date of academic related activity. The latest date will then be used to determine things such as some refunds or requirements to return financial aid.

Your academic department will be the final step in the workflow. They will review all of the information on the form and determine if it may be processed. If they have reason to deny it, they may do so. You will be notified by email if they deny it. At that point you should outreach to discuss the situation. If there is an agreement that the leave or withdrawal can be processed, a new form must be submitted.

Once the academic department approves the request, the Office of the Registrar will do a final review to ensure all information is correct and process the request. An email will be sent to you once the request is processed to confirm that everything is complete.