

## LEAVING THE UNIVERSITY: LEAVE OF ABSENCE OR WITHDRAWING FROM THE UNIVERSITY; PLANNING FOR READMISSION

### INFORMATION FOR STUDENTS IN THE COLLEGE OF ARTS & SCIENCES

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This document is for students who plan to either (1) withdraw from the University during a current term or (2) take a leave of absence for an upcoming term. We offer suggestions on what to do with your time away as well as on how to plan for readmission. Please also see [http://college.as.virginia.edu/leave\\_withdrawal](http://college.as.virginia.edu/leave_withdrawal).

#### *What is the Difference?*

A University withdrawal is only for a term in progress (fall or spring). It results in all grades assigned as a W and the withdrawal date noted on the transcript. Depending on the date of withdrawal, students may or may not be eligible to return in the next term. The online Leaving the University form in SIS may be submitted at any time during a fall or spring term from the first day of classes until the last day of final exams. Note that once a final grade posts, you cannot use the eForm in SIS; contact your Association Dean to request a paper University withdrawal form.

A leave of absence is for an upcoming term that has not yet started. The online Leaving the University form in SIS must be submitted BEFORE the first day of classes in the fall or spring term to request a leave of absence.

#### *Should I Withdraw?*

Consider the following issues when deciding whether to withdraw from the University.

#### Offices to Contact

- Is it possible to get any tuition refund? (Contact Student Financial Services)
- Are any housing or dining fees refundable? Was the housing contract for the semester or the entire year? (Contact housing and dining services)
- Will any financial aid need to be repaid? (Contact Student Financial Services)

#### Discuss with your Association Dean

- What is the deadline for withdrawing from the College?
- Are there other options (e.g., extensions of time, a leave for a future term) or is a semester withdrawal the best option?
- What is the impact on my academic standing?
- When can I return?

- May I take classes elsewhere for transfer credit after I withdraw?
- What is the readmission process? What is the deadline to apply for readmission?

### *University Withdrawal/Leave of Absence*

To withdraw from the current term or take a leave of absence for an upcoming term, students must:

- Complete the Leaving the University eform in SIS
- Meet with your Association Dean in Monroe Hall
- Meet with the Office of the Dean of Students in Peabody Hall
- International students must contact ISO
- If you are in University housing and/or have a meal plan, contact the offices of Housing and Dining directly.

### *Tips for Time Away*

If you are withdrawing or taking a leave of absence for medical reasons please focus on getting healthy (physically and mentally). This should be your primary goal. You and your healthcare provider will need to submit medical documentation to Student Health when you apply for readmission.

If your withdrawal or leave is for personal reasons then consider some of the following activities:

- Full-time or part-time job
- Volunteer work
- Travel
- Think about your academic and personal plan for returning
- Take a class for personal enrichment. Check first to see if UVA will accept the transfer credit; you need the permission of your Association Dean to transfer credit back to UVA.

### *Applying for Readmission*

When you withdraw or take a leave of absence, you must make note of the readmission deadlines that are found on the College's calendar. Typically, the readmission deadline for fall is in late July and the deadline for spring is in late November. Both of these

deadlines occur after course enrollment so earlier readmission is better. Contact your Association Dean with questions.

You cannot apply for readmission until all holds are removed. **Missing the readmission deadline means waiting to apply for readmission for the next term.**

If you need medical clearance for re-enrollment from Student Health, start the process early. All required documentation must be submitted to Student Health before a student may be readmitted. Student Health, the Office of the Dean of Students and your Association Dean can answer your questions.

Other Things to Consider:

- Before enrolling in a 5th full-time semester, you must have 54 degree credits.
- Before enrolling in a 7th full-time semester, you must have 84 degree credits.
- Beyond the 5th semester, students must declare or re-declare a major for readmission.
- U.Va. grants students a maximum of 8 full-time semesters to complete their degree.
- You may not transfer credits to the University from other institutions while suspended.

To apply for readmission, complete the Returning to the University eForm in your SIS Student Center. Be ready to answer questions about how you spent your time away and why you believe you are ready to return. You will need to submit an academic plan for the upcoming semester and your plan for graduation.