



Voluntary Leave of Absence for Students

POLICY STATEMENT

Cornell University may grant a student leave of absence.

◆ **Note:** Cornell University does not offer a leave of absence under the Title IV federal student aid program definitions, and all enrollment leave of absences will be treated as a withdrawal for federal financial aid purposes.

REASON FOR POLICY

The university is aware that there are situations where a student may wish to interrupt his or her course of study. The university is committed to reasonable evaluation and responsible handling of such cases.

ENTITIES AFFECTED BY THIS POLICY

- Ithaca-based locations
- Cornell Tech campus
- Weill Cornell Medicine campuses

WHO SHOULD READ THIS POLICY

- Deans, Directors, and Department Heads
- Any student wanting a leave of absence
- University Faculty

MOST CURRENT VERSION OF THIS POLICY

- <https://www.dfa.cornell.edu/policy/policies/voluntary-leave-absence-students>

POLICY 7.1

Voluntary Leave of Absence for Students

CONTENTS

Policy Statement	1
Reason for Policy	1
Entities Affected by this Policy	1
Who Should Read this Policy	1
Most Current Version of this Policy	1
Contents	2
Related Resources	3
Contacts – Ithaca-Based Locations and Cornell Tech	3
Definitions	3
Responsibilities – Ithaca-Based Locations and Cornell Tech	4
Procedures – Ithaca-Based Locations and Cornell Tech	5
Obtaining a Leave of Absence	5

POLICY 7.1

Voluntary Leave of Absence for Students

RELATED RESOURCES

University Policies and Information Applicable to Only Ithaca-Based Locations and Cornell Tech

[Campus Code of Conduct](#)

Courses of Study

Faculty Handbook

[Health Leave of Absence \(HLOA\) Guidelines](#), Gannett Health

CONTACTS – ITHACA-BASED LOCATIONS AND CORNELL TECH

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

Contacts, Ithaca-Based Locations and Cornell Tech

Subject	Contact	Telephone	Email/Web Address
Clarification	Office of Student and Academic Services	(607) 255-7595	
Obtaining a Leave of Absence	Appropriate College Registrar		

DEFINITIONS

This definition applies to this term as it is used in this policy.

Voluntary Leave of Absence	A separation of a student from the university requested by the student.
-----------------------------------	---

POLICY 7.1

Voluntary Leave of Absence for Students

RESPONSIBILITIES – ITHACA-BASED LOCATIONS AND CORNELL TECH

The major responsibilities each party has in connection with this policy are as follows:

Advising Director of College, School, or Graduate Field	Confer with the student's advisor or graduate field representative and the college registrar about a leave of absence. Determine whether a leave of absence will be granted and whether eligibility for readmission will be subject to reevaluation.
Advisor or Graduate Field Representative	Confer with the advising director of the student's school, college, or graduate field and the college registrar about a leave of absence.
College Registrar	Confer with the advising director of the student's school, college, or graduate field and the student's advisor or graduate field representative about a leave of absence. Notify associated university offices, the student's faculty advisor or graduate field representative, and the student's instructors of a leave of absence.
Student	Abide by the decisions made by the advising director of your college, school, or graduate field regarding your request for a leave of absence.

POLICY 7.1

Voluntary Leave of Absence for Students

PROCEDURES – ITHACA-BASED LOCATIONS AND CORNELL TECH

Obtaining a Leave of Absence

1. A student who wants a leave from the university should confer with his or her undergraduate or graduate advisor.
 - ◆ **Caution:** A graduate field, academic department, or college may have specific guidelines governing leave of absence. Consult with the college registrar, graduate field representative, or academic advising office.
2. The student must request, in writing, a leave of absence from the college registrar.
3. If it is determined that a leave is appropriate, the advisor or graduate field representative will confer, in a confidential manner, with the advising director of the student's school or college, or graduate field, and the college registrar.
4. The director must determine whether the leave of absence will be granted, and whether eligibility for readmission will be subject to reevaluation.
5. Upon receipt of the approved request, the registrar of the student's school or college is responsible for immediately notifying all other associated university offices, the student's faculty advisor, and the student's instructors.
 - ◆ **Caution:** A student taking a leave of absence still has certain financial obligations. For more information, see "Courses of Study." In addition, credit for courses may only be granted to a student taking a leave of absence as specified in the "Faculty Handbook."
 - ◆ **Note:** If it appears that a request for leave may be for health-related reasons, the student should be referred to Cornell Health for the Health Leave of Absence (HLOA) process (see Related Resources) . Under no circumstances should any academic faculty or staff member request health information or records directly from a student.