POLICY STATEMENT

Cornell University may grant a student leave of absence.

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

Endowed Ithaca and Contract Colleges of the University
Policy 7.1
Voluntary Leave of Absence for Students

WHO SHOULD READ THIS POLICY

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

RELATED DOCUMENTS

University Documents
- Campus Code of Conduct
- Courses of Study
- Faculty Handbook

CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarification</td>
<td>Office of Student and Academic Services</td>
<td>(607) 255-7595</td>
</tr>
<tr>
<td>Obtaining a Leave of Absence</td>
<td>Appropriate College Registrar</td>
<td></td>
</tr>
</tbody>
</table>

DEFINITIONS

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Voluntary Leave of Absence</td>
<td>A separation of a student from the university requested by the student.</td>
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PROCEDURES

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.

   **u 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.

   **u 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."
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RESPONSIBILITIES

The major responsibilities each party has in connection with the university’s Voluntary Student Leave of Absence Policy are as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Advising Director of College, School, or Graduate Field</td>
<td>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.</td>
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<tr>
<td>Advisor or Graduate Field Representative</td>
<td>Confer with the advising director of the student's school, college, or graduate field and the college registrar about a leave of absence.</td>
</tr>
<tr>
<td>College Registrar</td>
<td>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.</td>
</tr>
<tr>
<td>Student</td>
<td>Abide by the decisions made by the advising director of your college, school, or graduate field regarding your request for a leave of absence.</td>
</tr>
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