

# WITHDRAWAL FROM THE UNIVERSITY AND LEAVES OF ABSENCE

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Students who find it necessary to withdraw from the University should promptly file the required forms in the office of the dean of their college. Students may not withdraw from the University after the deadline for withdrawal from courses without incurring failures in the courses for which they are enrolled at the time.

Withdrawal procedures should not be started without prior consultation with the class/advising dean. Refunds for withdrawals will be calculated on the basis of the date when the required written approval for withdrawals is received in the Office of Academic Records. (See Refund Policies and Procedures.) Once withdrawn, students must apply for readmission through their college dean's office.

## Leave of Absence

Students in good standing may request a one-semester leave of absence (renewable on written request, and at the dean's discretion, for one additional semester). To request a leave of absence, a student must write a letter in a timely manner, preferably at least two weeks before the semester begins, to the appropriate advising dean, discussing the reason (e.g., illness, family crisis) for the request. The dean of the student's college, acting on a case-by-case basis, will have sole authority to grant leave requests. During a leave of absence and at least one month prior to the subsequent semester, the student must inform the advising dean in writing of an intention to return. The advising dean of the student's college, upon approval by the dean of the college, will inform the Office of Academic Records each time a leave is granted and also on receipt of written notice of intention to return.

## Fall 2022/Spring 2023 COVID-19 (Non-Medical) Leave of Absence

Undergraduate students enrolled full-time in Fordham College at Rose Hill, Fordham College at Lincoln Center, or the Gabelli School of Business may request a Voluntary COVID-19 (Non-Medical) Leave of Absence through the last day of classes (December 9, 2022 for Fall 2022, or May 3, 2023 for Spring 2023).

Students who elect this option will receive W's for all grades and be responsible for fees; refunds due (if any) are based on the refund of institutional charges policy. Students remain matriculated and work with their class dean to enroll in a subsequent semester. Their transcript will reflect a leave of absence for the relevant semester(s).

## Readmission

Students seeking readmission to Fordham University after a withdrawal or leave of absence should contact their college's advising dean regarding the reapplication or re-entry process.