

# WITHDRAWAL FROM THE UNIVERSITY AND LEAVES OF ABSENCE

---

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.

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 Once withdrawn, students must apply for readmission through their college dean's office.

Veteran [or ROTC](#) students should be aware that if they are using any military education benefit, withdrawal from the University (which may involve withdrawal from classes) may create a debt with the VA, their Service Branch, [or Fordham](#). Before withdrawing from the University, [veteran](#) students should consult with the VA Certifying Officials in the Office of Academic [Records, and ROTC students should consult with their respective ROTC program.](#)

## 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 submit the leave of absence form to the appropriate advising dean, class dean, or advisor, indicating the reason (e.g., illness, family crisis) for the request. Late requests for a leave of absence cannot be accepted. 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.

## 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.