

LEAVE OF ABSENCE

Undergraduate students who wish to interrupt their studies through a leave of absence may do so only up to four individual or consecutive semesters. Please note that programs may have different leave of absence policies. Students are encouraged to refer to their program handbook or consult with their academic advisor for more information specific to their program.

Leave of absence forms can be found on the Registrar's page of My D'Youville (<https://dyc0.sharepoint.com/sites/Home/>) here (<https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/Forms.aspx>) or by contacting your primary academic advisor. Students who have attended classes and are granted a leave of absence from their studies at D'Youville University (or have a leave of absence mandated by the Academic Policies Committee) are not permitted to take courses at another institution during the time of the leave. In the exceptional case where this might be allowed, it may only be done with previous permission (refer to off campus study form). Students on a leave of absence for more than 180 days may enter loan repayment.

Ordinarily, a student may not request a leave of absence after the tenth week of the semester. In the event of an illness or other extenuating circumstance, special consideration will be given and students can petition for a late leave of absence or withdrawal. Students should contact their primary academic advisor to initiate the petition. More information can be found on the Student Policies (<https://dyc0.sharepoint.com/sites/PoliciesandHandbooks/SitePages/Student-Policies.aspx>) page, listed under Campus Policies. In the event that a student does not return at the time stipulated, the leave automatically becomes a withdrawal. The student must then apply for readmission to the university.