

# LEAVES OF ABSENCE, WITHDRAWALS, AND READMISSIONS

Learn more about the below dates on the Ithaca College Academic Calendar website (<https://www.ithaca.edu/academics/registrar/academic-calendars/>).

## Personal Leave

(before last day to Withdraw)	Grade of "W" for classes
(after last day to Withdraw)	Grade of "F" for classes

## Medical Leave

(before last day to Withdraw)	Grade of "W" for classes
(after last day to Withdraw)	Grade of "F" for classes until Medical Supporting Documentation Completed

## Emergency Leave

(before last day to Withdraw)	Grade of "W" for classes
(after last day to Withdraw)	Grade of "W" for classes

## Leaves of Absence

Students who wish to leave the College for a semester, after which they intend to return, must request a leave of absence. There are three types of leaves of absence – personal, medical or emergency. Students who have been called to active duty military service while enrolled should meet with the designated member of their dean's office, listed on the Leave of Absence or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>), concerning their leave of absence request, special circumstances and regulations may apply.

If a leave of absence is taken while a student is currently enrolled in classes, that semester is considered to be one semester of the leave.

If a student takes a leave of absence and later is suspended or dismissed for unsatisfactory academic performance, or suspended or expelled as the result of a student conduct decision, the sanctions take precedence over all forms of leave of absence and stand as a matter of record. Academic warning becomes operative at the time of return to the College.

The start date of the leave is the day that the student meets with the Center for Student Success and Retention, or the designated representative in their Dean's office, listed on the Leave of Absence or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>), or in the case of a medical leave of absence, when the student submits a completed application for medical leave of absence form to the Health Center (<https://www.ithaca.edu/hammond-health-center/>).

Students taking a leave of absence who are recipients of federal Title IV financial aid should refer to "Refund Procedure (<https://catalog.ithaca.edu/undergrad/financial-aid/federal-programs/>)" to determine the implications of that leave for their financial aid program. Any leave of absence may result in the partial or complete loss of tuition dollars for the semester. Questions about individual cases should be directed to the Office of Student Financial Services (<http://www.ithaca.edu/finaid/>). The refund schedule does not change regardless of type of leave. Payment arrangements must be made on

outstanding balances or balance must be satisfied within 60 days or the student bill may be sent to collections.

All students who are recipients of federal loans or other student financial aid are required to be counseled by the Office of Student Financial Services (<http://www.ithaca.edu/finaid/>) to discuss the impact of their leave or withdrawal status with regard to financial aid.

Students who have on-campus housing when applying for a leave of absence must move out of on-campus housing and will have their College ID card invalidated within seven days of approval. A student's housing assignment will be released and cannot be held for the upcoming semester, however, new housing will be set up when a student returns. Students are required to live on campus when they return, unless approved to move off campus.

## Personal Leave of Absence

Typically, a personal leave of absence may be granted for one semester to students who wish to interrupt their studies at Ithaca College. A personal leave of absence is required for non-affiliated study abroad or a non-attendance period while a student is attending another domestic institution.

Application for a personal leave of absence is handled through the Center for Student Success and Retention. Students should visit the Leave of Absence or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>) to make an appointment to begin the Leave of Absence process.

If the student is enrolled in classes, taking a personal leave of absence by the withdrawal deadline date published in the academic calendar results in grades of W (withdrawn) in all courses other than completed block courses. Taking a personal leave of absence after the last date to withdraw as published in the academic calendar results in grades of F in all courses other than completed block courses.

The start date of the leave is the day that the student makes a request with the Center for Student Success and Retention, listed on the Leave of Absence or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>).

Students taking a leave of absence who are recipients of federal Title IV financial aid should refer to "Refund Procedure (<https://catalog.ithaca.edu/undergrad/financial-aid/federal-programs/>)" to determine the implications of that leave for their financial aid program. Any leave of absence may result in the partial or complete loss of tuition dollars for the semester. Questions about individual cases should be directed to the Office of Student Financial Services (<http://www.ithaca.edu/finaid/>). The refund schedule does not change regardless of type of leave. Payment arrangements must be made on outstanding balances or balance must be satisfied within 60 days or the student bill may be sent to collections.

All students who are recipients of federal loans or other student financial aid are required to be counseled by the Office of Student Financial Services (<http://www.ithaca.edu/finaid/>) to discuss the impact of their leave or withdrawal status with regard to financial aid.

The personal leave of absence allows the student on leave the opportunity to register in advance for the semester of return.

If a student takes a personal leave of absence and later is suspended or dismissed for unsatisfactory academic performance, or suspended or expelled as the result of a student conduct decision, the sanctions take

precedence over a personal leave of absence and stand as a matter of record. Academic warning becomes operative at the time of return to the College.

Students on a personal leave of absence who decide not to return to Ithaca College should contact the Center for Student Success and Retention, listed on the Leave of Absence or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>), to apply for a withdrawal or a continuation of leave. The date of separation for the personal leave of absence will be used as the date of separation for the withdrawal.

Students must move out of on-campus housing and will have their College ID card invalidated within seven days of approval of the personal leave of absence. Students who have on-campus housing when applying for a personal leave of absence are required to live on campus when they return, unless approved to move off campus (<https://www.ithaca.edu/residential-life/living-campus/move-out/>) per the Residence/Off-Campus Policy. (<https://www.ithaca.edu/policy-manual/volume-vii-students/75-residential-life/751-residenceoff-campus-policy/>)

Students are not eligible to participate in student employment effective the date of the personal leave of absence and for the duration of their leave.

Students who do not return after the specified personal leave of absence period and who do not apply for a withdrawal are administratively withdrawn, and the last day of attendance will be considered the date the personal leave of absence began. Students who have been withdrawn from the College are required to reapply in order to return to the College. In such instances, there is no guarantee of readmission or reinstated institutional financial aid.

## Medical Leave of Absence

Students who must leave the College because of medical or psychological conditions that necessitate their extended absence may request a medical leave of absence for up to two semesters. Students may begin the Medical Leave of Absence process by contacting Brandi Riker ([briker@ithaca.edu](mailto:briker@ithaca.edu)) at [briker@ithaca.edu](mailto:briker@ithaca.edu) or the designated Hammond Health Center (<https://www.ithaca.edu/hammond-health-center/>) representative.

Applications for medical leave for the current semester must be submitted to the Hammond Health Center (<https://www.ithaca.edu/hammond-health-center/>) no later than the last day of classes as published in the academic calendar. Students with significant medical/psychological issues that arise during the final exam period can follow the Students' Right to Petition for an exception as outlined in the college catalog (<https://catalog.ithaca.edu/undergrad/academic-information/academic-affairs/>). If an appeal is approved during finals week, students must take a medical leave of absence for the following semester as well.

If a student's effective date for the medical leave of absence is within the last two weeks of the current semester, they must take the current semester and the subsequent semester (two semesters total) as a medical leave.

Documentation of the serious nature of the medical/psychological condition must be provided by a certified medical or mental health professional to Hammond Health Center (<https://www.ithaca.edu/hammond-health-center/>) in order for the application to be complete. Approval must be given by either the Medical Services Director of the Hammond Health Center (<https://www.ithaca.edu/hammond-health-center/>) or the Director of Counseling and Psychological Services.

The start date of leave is the date when the student submits a completed Application for Medical Leave of Absence form. A Medical leave is finalized once all supporting documentation is received and approved. For more information, please contact Brandi Riker ([briker@ithaca.edu](mailto:briker@ithaca.edu)) (or the designated Hammond Health Center (<https://www.ithaca.edu/hammond-health-center/>) representative).

## Continuation of Medical Leave

Students who were initially approved for one semester of medical leave and who need to continue their medical leave of absence MUST request a second semester by contacting the Health Center or they will be administratively withdrawn from the College.

Extending the medical leave beyond two semesters requires written approval from the student's primary major Dean's Office sent to Brandi Riker (or the designated Hammond Health Center (<https://www.ithaca.edu/hammond-health-center/>) representative). Extensions of medical leave must be requested before the start of the semester for which the student is requesting the extension.

When a medical leave of absence is granted, the course grade in all courses for which the student is registered will become a W (withdraw) other than completed block courses.

After the Semester Withdraw deadline, if a medical leave of absence application is submitted without the supporting medical documentation, the initial grades posted will be F (fail). The initial grades of F will be updated to W (withdraw) when the supporting medical documentation is submitted to the Hammond Health Center.

## Medical Leave and Financial Aid Implications

Students who were initially approved for one semester of medical leave and who need to continue their medical leave of absence MUST request a second semester by contacting the Health Center or they will be administratively withdrawn from the College. Extending the medical leave beyond two semesters requires written approval from the student's primary major Dean's Office sent to Brandi Riker ([briker@ithaca.edu](mailto:briker@ithaca.edu)) (or the designated Hammond Health Center representative (<https://www.ithaca.edu/hammond-health-center/>)). Extensions of medical leave must be requested before the start of the semester for which the student is requesting the extension.

When a medical leave of absence is granted, the course grade in all courses for which the student is registered will become a W (withdraw) other than completed block courses.

Students taking a medical leave of absence who are recipients of federal Title IV financial aid should refer to "Refund Procedure (<https://catalog.ithaca.edu/undergrad/financial-aid/federal-programs/>)" to determine the implications of that medical leave for their financial aid program. A medical leave of absence may result in the partial or complete loss of tuition dollars for the semester. Questions about individual cases should be directed to the Office of Student Financial Services (<http://www.ithaca.edu/finaid/>). The refund schedule does not change regardless of type of leave. Payment arrangements must be made on outstanding balances or balance must be satisfied within 60 days or the student bill may be sent to collections.

All students who are recipients of federal loans or other student financial aid are required to be counseled by the Office of Student Financial Services (<https://www.ithaca.edu/tuition-financial-aid/>) to discuss the impact of their leave or withdrawal status with regard to financial aid.

Students must move out of on-campus housing and will have their College ID card invalidated within seven days of approval of the medical leave of absence. Students are not eligible to participate in student employment effective the date of the medical leave of absence and for the duration of their medical leave.

Students who have on-campus housing when applying for a medical leave of absence are required to live on campus when they return, unless approved to move off campus, per the Residence/Off-Campus Policy (<https://www.ithaca.edu/policy-manual/volume-vii-students/75-residential-life/751-residenceoff-campus-policy/>).

A student will not be able to register for classes or select on-campus housing until the student has been approved to return from a medical leave of absence. If the medical leave is approved after a student has registered for classes or for on campus housing for the subsequent semester, those class registrations and/or housing assignments will also be cancelled.

Students who want to return from a medical leave of absence must contact Hammond Health Center (<https://www.ithaca.edu/hammond-health-center/>) to request an application to return, which includes the required supporting documentation from a treating medical or mental health professional. This documentation must indicate that the medical and/or psychological condition has been addressed, that the student is able to function safely as a member of the College community, and that the student is capable of resuming study at the College. The application is completed by both the student and the medical or mental health professional to ensure the appropriate information is received by Ithaca College. This application must be received before the readmission deadline for the corresponding semester.

Furthermore, this documentation should provide the nature and duration of treatment, and any recommendations for ongoing care once the student has returned to campus. The College reserves the right to request additional information from treating professionals or other sources in order to make an adequate individualized review. All information collected will become part of the student's health and counseling record at the College and as such will remain confidential. Completed applications for return to campus must be received on or before December 1 to return for the Spring semester, July 1 to return for the Fall semester, and May 1 to return for the Summer semester. Approval to return must be given by the Medical Services Director of the Hammond Health Center (<https://www.ithaca.edu/hammond-health-center/>) or by the Director of Counseling, Health and Wellness.

If a student does not return after the medical leave of absence and does not request an extension, the student will be administratively withdrawn from the College and must go through a medical and academic readmission process in order to return. In such instances, there is no guarantee of readmission or reinstated institutional financial aid.

## Emergency Leave of Absence

Students who must leave the College on urgent personal grounds that necessitate their absence for a semester, such as death or a serious illness in the immediate family, may request an emergency leave of absence. Documentation of the serious nature of the emergency must be provided.

Applications for emergency leave of absence are available from the Center for Student Success and Retention or the dean's office designated representative of the student's school, listed on the Leave of Absence

or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>).

When an emergency leave of absence is granted during the course of the semester, the course grade is normally a W (withdrawn) in all courses other than completed block courses unless the student initiates and receives appropriate approval for incompletes (I). Students have a maximum of one semester after their return to remove a grade of I.

Students taking a leave of absence who are recipients of federal Title IV financial aid should refer to "Refund Procedure (<https://catalog.ithaca.edu/undergrad/financial-aid/federal-programs/>)" to determine the implications of that leave or withdrawal for their financial aid program. Any leave of absence may result in the partial or complete loss of tuition dollars for the semester. Questions about individual cases should be directed to the Office of Student Financial Services (<http://www.ithaca.edu/finaid/>). The refund schedule does not change regardless of type of leave. Payment arrangements must be made on outstanding balances or balance must be satisfied within 60 days or the student bill may be sent to collections.

All students who are recipients of federal loans or other student financial aid are required to be counseled by the Office of Student Financial Services (<https://www.ithaca.edu/tuition-financial-aid/>) to discuss the impact of their leave or withdrawal status with regard to financial aid.

The start date of the leave is the day that the student meets with their school's designated member of the dean's office, listed on the Leave of Absence or Withdrawals website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>).

Students on an emergency leave of absence who decide not to return to Ithaca College should contact the dean's office for their school to apply for a withdrawal. The date of separation for the leave of absence will be used as the date of separation for the withdrawal.

Students who do not return after the emergency leave of absence and do not extend it or apply for a withdrawal are administratively withdrawn from the College. In such instances, the withdrawal date will be considered the date the leave of absence began. Students who have withdrawn from the College must go through the readmission process in order to return to the College. In such instances, there is no guarantee of readmission or reinstated institutional financial aid.

## Continuation of Leave

Federal policy regarding approved leaves of absence requires the College to report students who do not return to active enrolled status as withdrawn from the institution. However, students who wish to keep their records active pending their return to the College after an absence of more than one semester may do so by applying for continuation leave. Students should apply for a continuation leave no later than July 1 for the Fall semester and December 1 for the Spring semester.

Students on continuation leave must be reported as withdrawn for federal aid eligibility and repayment purposes. Students on continuation leave may be required to begin repayment of their student loans during their leave if the federal period of deferral has expired.

All students who are recipients of federal loans or other student financial aid are required to be counseled by the Office of Student Financial Services (<https://www.ithaca.edu/tuition-financial-aid/>) to discuss the impact of their leave or withdrawal status with regard to financial aid.

Requests for a continuation of a personal leave must be made to the designated member of the dean's office for the student's school, listed on the Leave of Absence or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>), before the start of the semester for which the student is requesting the extension. To make the request for continuation of a personal leave, students must meet with the designated member of the dean's office for their school.

Students who may require a third consecutive semester of personal leave of absence, must complete an application for a continuation leave of absence with the designated member of the dean's office for their school, listed on the Leave of Absence or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>). A third consecutive semester of personal leave of absence is not guaranteed. Requests for a third semester of personal leave of absence must be made to the designated member of the dean's office for the student's school, listed on the Leave of Absence or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>), before the start of the semester for which the student is requesting the extension.

Students who do not return after the continuation leave and do not apply for a withdrawal are administratively withdrawn from the College. In such instances, the date of separation for the original regular leave will be used as the date of separation for the withdrawal. Students on a regular or administrative withdrawal must go through the readmission process in order to return. In such instances, there is no guarantee of readmission or reinstated institutional financial aid.

## Withdrawals

Students who wish to leave the College and do not wish to return should withdraw officially from the College. There are three types of withdrawals: personal, medical, and administrative.

Students who are on any type of Withdrawal cannot live on campus and cannot take part in any campus-sponsored activities. Examples of campus-sponsored activities include, but are not limited to, club sports, student organizations, and music organizations.

A student who leaves campus during a semester without completing the proper forms will receive grades of F in all courses except completed block courses.

Students who were living on campus before their withdrawal will be required to live on campus after readmission, unless approved to move off campus, per the Residence/Off-Campus Policy. (<https://www.ithaca.edu/policy-manual/volume-vii-students/75-residential-life/751-residenceoff-campus-policy/>)

### Personal Withdrawal

Students who wish to leave the College and do not wish to return should withdraw from the College. Applications for withdrawal are handled by the Leave of Absence and Withdrawal Committee. Students should visit the Center for Student Success and Retention or the Leave of Absence or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>) to request an appointment to begin the Personal Withdrawal process.

Official withdrawal by the last date to withdraw as published in the academic calendar results in grades of W in all courses other than completed block courses; official withdrawal after the date published in the academic calendar results in grades of F in all courses other than completed block courses.

The start date of the withdrawal is the day that the student makes a request with the Center for Student Success and Retention, listed on the Leave of Absence or Withdrawal website (<https://www.ithaca.edu/leave-absence-or-withdrawal/>).

If a student plans to withdraw and is later suspended or dismissed for unsatisfactory academic performance, or suspended or expelled as the result of a student conduct decision, the sanctions take precedence over a regular withdrawal and stand as a matter of record. Academic warning becomes operative in the event that the student is readmitted to the College.

Students taking a personal withdrawal who are recipients of federal Title IV financial aid should refer to "Refund Procedure (<https://catalog.ithaca.edu/undergrad/financial-aid/federal-programs/>)" to determine the implications of that withdrawal for their financial aid program. A personal withdrawal may result in the partial or complete loss of tuition dollars for the semester. Questions about individual cases should be directed to the Office of Student Financial Services (<http://www.ithaca.edu/finaid/>). The refund schedule does not change regardless of type of leave. Payment arrangements must be made on outstanding balances or balance must be satisfied within 60 days or the student bill may be sent to collections.

All students who are recipients of federal loans or other student financial aid are required to be counseled by the Office of Student Financial Services (<https://www.ithaca.edu/tuition-financial-aid/>) to discuss the impact of their leave or withdrawal status with regard to financial aid.

Students who wish to return to the College after a withdrawal must follow the procedures for readmission (<https://www.ithaca.edu/registrar/docs/studentforms/readmit/>). Readmission to the College is not guaranteed nor is readmission to the major in which they were enrolled at the time of withdrawal. All students who are readmitted after a withdrawal must comply with the degree program requirements in effect at the time of readmission. There is no guarantee of reinstated institutional financial aid for readmitted students.

### Administrative Withdrawal

Students are administratively withdrawn by the College if:

1. they have not registered for classes by the end of the add/drop period of any semester;
2. they have not returned to the College when the approved period of leave of absence has expired and have not applied for a continuation leave or withdrawal; or
3. they have not returned at the time specified after academic or disciplinary suspension, and the period of suspension has not been extended.

The date of withdrawal for students who are administratively withdrawn is the last date of academic activity as determined by the College.

Students who have been administratively withdrawn from the College must follow the procedures for readmission listed below. Readmission to the College is not guaranteed. Readmission to the College is not guaranteed nor is readmission to the major in which they were enrolled at the time of withdrawal. All students who are readmitted after a withdrawal must comply with the degree program requirements in effect at the time of readmission. There is no guarantee of reinstated institutional financial aid for readmitted students.

## Medical Withdrawal Procedure for Return or Readmission to College

Students who wish to return to the College after regular withdrawal, administrative withdrawal, or academic or disciplinary suspension should apply through the Office of the Registrar by July 1 for return in the fall semester or December 1 for return in the spring semester. Application forms (<https://www.ithaca.edu/registrar/docs/studentforms/readmit/>) can be obtained from the Office of the Registrar. Students who wish to return after medical withdrawal must also apply for readmission through the health center.

Students who wish to return from a medical leave of absence need only to apply for readmission through the health center.

Students are required to submit the application form by the above deadlines. All supporting evidence (including official transcripts from all colleges attended since leaving Ithaca College) must be submitted so that it can be reviewed in a timely manner. In cases of medical leave of absence or medical withdrawal, documentation substantiating readiness to return to College is required.

## Involuntary Leave of Absence Policy

This policy is meant to be invoked only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary leave of absence or a voluntary medical leave of absence and when such a leave may be necessary to protect the safety of that student and/or others, or the integrity of the College's learning environment. This would include such situations as unresolved, ongoing, or serious suicidal threats; self-starvation of a life-threatening nature; or serious threats of harm to others. Before an involuntary leave is considered, efforts will be made to encourage the student to take a voluntary leave, thus preserving, to the extent possible, confidentiality and privacy.

The policy and procedures for an involuntary leave of absence do not take the place of disciplinary actions that are in response to violations of the Student Conduct Code, nor do they preclude the removal or dismissal of students from the College as a result of such violations.

### Placing a Student on Involuntary Leave of Absence

The Provost and Vice President for Educational Affairs, or designee, may be alerted to a student's threatening behavior from a variety of sources on campus (residential life, public safety, health center, a faculty or staff member, the student's adviser, etc.). If the vice president deems it appropriate, these procedures will be initiated.

1. The Provost and Senior Vice President for Academic Affairs, or designee, will notify the student that an involuntary leave is under consideration.
2. The Provost and Senior Vice President for Academic Affairs, or designee, will discuss with the student the implications of and procedures relating to an involuntary leave of absence. A copy of this policy will be provided to the student. Whenever possible and appropriate, the Provost and Senior Vice President for Academic Affairs, or designee, will encourage the student to take a voluntary leave of absence or a voluntary medical leave of absence, thereby eliminating the need to complete the process for an involuntary leave.
3. The Provost and Senior Vice President for Academic Affairs, or designee, will confer as feasible and appropriate with the

following individuals or their designees regarding the need for an involuntary leave of absence:

- dean or associate dean of the student's school
  - Vice President for Student Affairs and Campus Life or Dean of Students
  - director of health services
  - director of counseling center
  - director of residential life and student conduct and community standards (for on-campus students)
  - director of public safety
4. During these consultations, these individuals will pay particular attention to the criteria for invoking an involuntary leave, especially whether the student engages in, or is judged likely to engage in, behavior that poses a danger of causing harm to him/herself or others, or that disrupts the learning environment.
  5. The Provost and Senior Vice President for Academic Affairs, or designee, may require a student to undergo a psychological and/or physical evaluation if they believe it will facilitate a more informed decision. The student's refusal or failure to undergo such evaluation will not affect the College's right to invoke and apply this policy. In this event, a final decision will be made without benefit of this information.
  6. Following these consultations, the Provost and Senior Vice President for Academic Affairs, or designee, will make a final decision regarding the involuntary leave of absence and must provide written notice of this decision to the student.

If an involuntary leave is imposed, the Provost and Senior Vice President for Academic Affairs, or designee, will inform the student of the decision, as well as the specific requirements for reenrollment. If an involuntary leave is not imposed, the Vice President for Student Affairs and Campus Life or Dean of Students, or designee, may impose other conditions and/or requirements under which the student is allowed to remain at the College.

### Implications of an Involuntary Leave of Absence

Leave in effect	Until the student complies with the specific requirements for reenrollment outlined by the Provost and Senior Vice President for Academic Affairs, or designee
Duration of leave	Typically, no fewer than two semesters, although the specific length of leave will be determined on a case-by-case basis
Student must leave campus	Within the time period set forth by the Provost and Senior Vice President for Academic Affairs, or designee
Student may visit campus	Only as authorized in writing by the Provost and Senior Vice President for Academic Affairs, or designee, for the duration of the leave

Notification	The Provost and Senior Vice President for Academic Affairs, or designee, reserves the right to notify a parent, guardian, or other person, if notification is deemed appropriate. In addition, the parent, guardian, or other person may be asked to make arrangements for the safe removal of the student from the College environment.	Director, health services, and director, counseling and wellness	Communicate with the Provost and Senior Vice President for Academic Affairs, or designee, if there is a reason to believe that the student's health or safety or another student's safety is at high risk, and that an involuntary leave of absence might be appropriate. When requested, consult with and advise the Provost and Senior Vice President for Academic Affairs, or designee, concerning the student's need for involuntary leave and readiness for reenrollment, as permitted by the legal and ethical requirements for medical/psychological privacy.
Transcript notation	"Withdrew"		

## Financial Obligations

A student on an involuntary leave of absence may still have certain financial obligations. For more information, refer to "Explanation of Charges (<https://catalog.ithaca.edu/undergrad/financial-aid/expenses/>)."

## Request for Reenrollment

A formal request for reenrollment after an involuntary leave of absence must be submitted to the Provost and Senior Vice President for Academic Affairs, with a copy sent to the dean of the student's school. The student's reenrollment request will be reviewed by the Provost and Senior Vice President for Academic Affairs, or designee, who, with the dean of the student's school, must approve the reenrollment.

When a medical or psychological condition forms the basis of the involuntary leave, the student will be notified in writing of the required procedures for reenrollment. In this circumstance the Provost and Senior Vice President for Academic Affairs, or designee, may consult with the director of health services and/or the director of the counseling center in deciding whether to approve the student's request to reenroll.

## Responsibilities

The major responsibilities each party or designee has in connection with an involuntary leave of absence are as follows:

Student	Abide by the decision made by the Provost and Senior Vice President for Academic Affairs, or designee, to take an involuntary student leave of absence. Submit a formal request for reenrollment to the College after an involuntary student leave of absence, if the student wishes to reenroll.
Dean of student's school	With the Provost and Senior Vice President for Academic Affairs, or designee, approve or deny requested reenrollment of a student.

Provost and Senior Vice President for Academic Affairs	Consult with designated administrators to formulate a plan for and provisions of a student's involuntary leave of absence. Communicate to the student the outcome of the proceedings and the terms of the involuntary leave of absence. With the dean of the student's school, approve or deny requested reenrollment of a student.
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