

# LEAVE OF ABSENCE

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## See updated policy located here. (<https://catalog.dyouville.edu/addendum/>)

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 can request a leave of absence for one or two consecutive semesters. Students who need an additional semester(s) of leave must receive approval from the Vice President of Academic Affairs or the Dean, as appropriate. 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 the Committee for Student Success ([https://dyc0.sharepoint.com/sites/PoliciesandHandbooks/SitePages/Committee-on-Student-Success-\(CSS\).aspx](https://dyc0.sharepoint.com/sites/PoliciesandHandbooks/SitePages/Committee-on-Student-Success-(CSS).aspx)) 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 Committee on Student Success ([https://dyc0.sharepoint.com/sites/PoliciesandHandbooks/SitePages/Committee-on-Student-Success-\(CSS\).aspx](https://dyc0.sharepoint.com/sites/PoliciesandHandbooks/SitePages/Committee-on-Student-Success-(CSS).aspx)). 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.