

Leave of Absence and Withdrawal Acknowledgement Form (Updated Spring 2024)

Note: This is a **preview** of a form that a student must fill out in Workday in order to initiate a leave of absence or a withdrawal. To initiate a Leave of Absence or a Withdrawal, please contact your assigned Academic Services Advisor or email leavesandreturns@brandeis.edu.

Brandeis defines an interruption in enrollment as either a leave of absence or a withdrawal.

Leave of absence applies to students taking time away with the intent to return, typically for academic, personal, professional, or health reasons. Leaves of absence typically last four or fewer semesters, but they may be extended further as needed.

Withdrawal applies to students exiting the university without plans to return. Students on a leave of absence more than two years without communication to Academic Services will be converted to withdrawal status.

This form contains relevant policies for students taking a leave of absence or withdrawing from the university. Please review each line carefully before acknowledging the form and reach out to your academic advisor if you have any questions.

Academic Policies:

- I am required to be away from Brandeis for a minimum of one full semester if I am taking a leave of absence in [good academic standing](#).
- I am required to be away from Brandeis for a minimum of one academic year (two full fall/spring semesters) if I am taking a leave of absence on [academic probation](#).
- Academic Services will communicate my leave of absence or withdrawal status to the Registrar's Office. If I leave during an active semester, courses in progress will be assigned a 'W' (withdrawal notation). Marks of 'W' do not impact my GPA.
- I must finish all incomplete written work or exams by agreed-upon deadlines with my instructors. Any petition to return will not be reviewed until all excused incompletes (EIs) or excused absences (EAs) are resolved.
- I have reviewed the [leave of absence transfer credit policy](#). I understand I can transfer up to 8 credits from pre-approved courses per fall/spring semester while on a leave of absence. Please note: students who were accepted to Brandeis as first-years may

transfer a maximum of 16 total credits from [external sources](#). Students accepted to Brandeis as [transfer students](#) may transfer in no more than 64 units of external credit.

- I understand that I may speak with my academic advisor to learn about the option of converting my leave to a Health Leave of Absence (HLOA). The purpose of an HLOA is for a student to take the time that they need to address the health concerns that have interfered with their ability to engage as a student at Brandeis. An approved HLOA is designed to ensure smooth lines of communication between the University and outside health care providers to facilitate a successful transition back to Brandeis when a student's health has improved and sufficiently stabilized.

Financial Policies:

- I understand the [tuition and financial aid refund policies](#) of withdrawing or taking a leave of absence during an active semester, and have consulted with Student Financial Services regarding the possible financial implications. [Questions? sfs@brandeis.edu, 781-736-3700]
- I understand that my student account will be charged for any University items that I do not return (keys, University library books or materials, etc).
- I will complete Student Loan Exit Counseling with Student Financial Services if I have federal and/or institutional loans.

Students Living on Campus:

- I will remove all my belongings and vacate my room within 48 hours of the effective date of my withdrawal or leave of absence. I will notify Community Living via email dcl@brandeis.edu once I have vacated my space. I acknowledge that I will be billed for housing until my space has been vacated. My space will be considered occupied until my belongings have been removed and I have returned my key(s).
- I will return all applicable keys (exterior, bedroom, and Shabbat) by placing them in a Key Return Envelope and returning to the Community Living Office in Usdan, or by mailing them in a padded envelope to: Brandeis University, Community Living, MS: 220, 415 South Street, Waltham, MA 02453.
- I will be charged for any room damages in accordance with the License Agreement.
- I am not eligible to participate in Room Selection for the following academic year if I am away from campus (not an active student) during the spring semester. When I am approved to return, I have the option to be in touch with Community Living to complete the housing waitlist form and learn of available housing assignments.

Additional Policies:

- I will return my mailbox keys to the mailroom located in the Usdan Student Center or mail them in a padded envelope to Brandeis University, Mail Services, MS: 047, 415 South Street, Waltham, MA 02453.
- **International students:** I must schedule an appointment with my ISSO advisor and review information on their [Leaving Brandeis page](#).
- **Students approved to study abroad:** I will inform the Office of Study Abroad of my leave of absence. I understand that I am required to return to Brandeis for at least one full academic semester before my eligibility to study abroad is restored. This includes returning to Brandeis for one full semester before studying abroad in the summer term. I am responsible for completing any necessary paperwork related to study abroad while on my leave of absence.
- I understand I am not eligible for study abroad programs while on a leave of absence or withdrawal status.
- I understand I cannot audit Brandeis courses, conduct or participate in Brandeis research, or be employed at Brandeis while on a leave of absence or withdrawal.

Returning to Campus:

- **I must contact my advisor in Academic Services to indicate my intent to petition to return to Brandeis from a leave of absence or withdrawal by March 1 for the following fall semester and by October 1 for the following spring semester.** I will review all the necessary steps and documents and be in touch with any questions.
- I understand that course registration cannot be completed until officially approved to return.
- I understand that if there are health and/or safety reasons for my leaving Brandeis, the Dean of Students Office may reach out to me as part of my petition to return. I may be asked to submit documentation from an appropriate treating medical professional that addresses my ability to succeed as a student in an academically rigorous environment and reside in a close-quartered campus community.
- I understand that I may need to [reapply for financial aid](#) if approved to return to campus and should do so by the stated deadlines. [Questions? sfs@brandeis.edu, 781-736-3700]
- I understand that each petition to return is considered on its individual merits. Brandeis University retains the right to deny any petition.