

# Taking a Voluntary Leave of Absence or Withdrawing from the University

## Voluntary Non-Restricted and Restricted Leave of Absence

An approved leave is considered an interruption in study, with the student's place in the college being held for up to five years without requiring application for readmission. Students must petition for a leave of absence if they cannot complete the semester in progress, or if they do not intend to register the following semester after completion of the current semester.

Voluntary non-restricted leaves are issued for students in good academic standing; students may return to the college within five years. Students returning from a leave exceeding five years may be held to current graduation requirements upon their return.

Restricted leaves are issued when students are not in good academic standing, or have medical concerns that will require appropriate clearance.

A leave of absence may be extended by contacting the Student Services Office. For more information see [DUST](#), or contact the Student Services Office, 140 Roberts Hall or (607) 255-2257.

## Health Leave of Absence

Health leaves of absence are arranged in consultation with health professionals at the Gannett Health Center. (Visit <http://www.gannett.cornell.edu/services/leaveofabsence.cfm> for more information.) CALS does not require additional paperwork to grant the leave, but it may be helpful to meet with a Student Services advisor. Please visit or call the office, 140 Roberts Hall, 607-255-2257 to set an appointment.

## Permanent Withdrawal

Students who do not intend to complete a degree at Cornell must withdraw and close their records. The form is available on [DUST](#). Students wishing to matriculate at another college should withdraw.

# Returning from a Leave of Absence

## Voluntary Leave of Absence

Students on Voluntary Leave of Absence from the College of Agriculture and Life Sciences who wish to return must complete a return request on [DUST](#).

Students returning from Voluntary Leave after 5 or more years away must submit a petition for readmission and will be held to current graduation requirements. A petition form can be e-mailed, faxed, or mailed to you by contacting the Student Services Office, (607) 255-2257.

**Spring returns are processed between 9/15 and 12/1. Fall returns are processed between 1/20 and 8/1.**

## Restricted Leave of Absence

Students on Restricted Leave of Absence must submit a request on [DUST](#) to the Committee on Academic Achievement and Petitions. If DUST is inaccessible, a petition form can be e-mailed, faxed, or mailed to you by contacting the Student Services Office, (607) 255-2257. Please provide a final transcript for coursework completed at other institutions.

**Spring returns are processed between 9/15 and 12/1. Fall returns are processed between 1/20 and 8/1.**

## Leave issued by Gannett

If your leave was issued by Gannett Health Services, evaluation will be necessary before returning. Contact Gannett Health Center at (607) 255-5155 for instructions or visit <http://www.gannett.cornell.edu/services/leaveofabsence.cfm>. Additionally, students must complete a return request on [DUST](#). Students returning from a leave issued by Gannett may not pre-enroll until Gannett has informed the college of the approved return.

**Spring returns are processed between 9/15 and 12/1. Fall returns are processed between 1/20 and 8/1.**