

## **Leaves of Absence or Withdrawal from the University**

### **Leave of Absence**

Students who are currently enrolled but do not intend to register for classes in an upcoming semester may maintain their matriculated status by applying for a Leave of Absence in the Dean of Students Office located on the first floor of Savitz Hall. A leave of absence would allow a student to maintain their matriculated status for four consecutive semesters. Students cannot apply for a Leave of Absence for a semester in which they are currently registered for classes. Leaves of Absence can only be approved for semesters that have not yet begun.

### **Withdrawal from Rowan**

To withdraw completely from Rowan University, a student must obtain a withdrawal from the Dean of Students office located on the first floor of Savitz Hall. The student must complete the form in the office. The date of actual withdrawal will be determined by the date the completed form is approved by the Dean of Students Office. Students receiving financial aid may be required to return a portion of those funds if they withdraw prior to the mid-point of the semester, which is determined by federal guidelines. Students who fail to follow the withdrawal process will be assigned a grade of F or NR, depending on the faculty member's ability to assign a grade for the semester. A student could request an Incomplete from a professor. Students who withdraw completely from the University and wish to re-enroll in the next semester should complete a Reapplication form obtained from the Admission Office located on the 2<sup>nd</sup> floor in Savitz Hall.