

# UNDERGRADUATE RINDGE ACADEMIC POLICIES

## Leave of Absence

Review the Leave of Absence policy for our undergraduate, Rindge students.

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- Any undergraduate student wishing to take a leave of absence must complete a [Withdrawal/Leave of Absence from the University form](#). A leave of absence implies that the student intends to return to the University after no more than one semester away. If a student does not return after the semester leave, they will be administratively withdrawn, and must apply for readmission.
- A leave of absence may be lengthened for extenuating circumstances with permission from the Dean for Student Affairs. The return date is noted on the Leave of Absence form.
- A student who takes a leave of absence after the add/drop period, but before the end of the 10th week of the semester or after the 5th week of an undergraduate term, or after 60% of a graduate term, will receive a W on the transcript for each course for which the student is enrolled but does not complete. However, such courses are included in the tuition charges for the semester or summer session.
- Any student who takes a leave of absence after the 10th week of the semester, or after the 5th week of an undergraduate term, or after 60% of a graduate term will receive grades as assigned by their instructors for all courses for which the student is enrolled at the time of the leave. These grades will be recorded on the student's official academic record and will be included in the student's grade point average. A grade of W (Withdrawal) will be given only under extenuating circumstances and with the approval of the appropriate Dean. In rare instances, the faculty member may, after consultation with the appropriate Dean, give a grade of I (Incomplete) pending completion of the required work.
- When a student on a leave of absence returns from the leave, they are not required to apply for readmission. However, the student is responsible for contacting those offices necessary for facilitating the return (i.e., housing arrangements through Residential Life, course selection through the Office of the Registrar, etc.).

*\*All withdrawn courses count as attempted credits.*