



ROSS UNIVERSITY

EST. 1978

SCHOOL OF MEDICINE

Office of the Registrar

Campus: PO Box 266, Portsmouth, Dominica, West Indies
Administrative Offices: 630 US Highway 1, Suite 300
North Brunswick, NJ 08902
TEL: (732) 509-4600 FAX (732) 509-4820
Email: Registrar@RossU.edu
www.RossU.edu

Application for Short Term Personal Leave of Absence and Intent to Return Foundations of Medicine - Dominica

[Please print clearly]

Name: _____ Student ID# _____
(Last, First, MI) (Nine-digit)

Address: _____
(Street) (Apt. #) (City) (State) (Zip Code)

Telephone No: () _____ Email Address: _____

I am currently enrolled in semester # (circle one): 1 2 3 4

I am applying for a Short Term Personal Leave starting on: _____
(Last day of attendance)

I intend to return to RUSM on: _____
Date must be before the end of the semester (limited to 1 week)

In most cases, leaves will only be granted if the student has a significant, unavoidable conflict and the missed academic activities can be remediated. Short-Term Personal Leaves are typically only granted when a student has urgent personal matters to take care of such as military or legal obligations. Leaves are also occasionally granted for academically relevant events such as a conference or scholarship interview.

This application will not be accepted without a cover letter explaining the reason/s for the Personal Leave, a description of academic commitments that will be missed, and documentation supporting the request (conference registration, court summons, etc...). If the leave is approved, a remediation plan will also be required. Requests for a Short-term Personal leave should be submitted four weeks prior to the start of the leave in order to give the attendance committee time to review the request.

Students who find it necessary to prolong a Personal Leave must request an Academic Leave of Absence from the Associate Dean of Education or Student Affairs. Failure to request an Academic Leave of Absence will result in an administrative withdrawal and the student will need to apply for readmission. In the case of a Leave of Absence following a Personal Leave, students will not be charged twice for the same semester.

I have read and understand the University regulations regarding Short-term Personal Leaves as specified here and in the Student Handbook. I understand that all students must report to the Campus Registrar upon returning to school.

Student's Signature

Date

For Office Use Only

Approval Date: _____

Date Required to Return by: _____

Grades Verified: _____ Hold placed: Yes No

Hold can be released by: _____

Associate Dean of Education _____

Date: _____

Student Affairs/Student Advocate _____

Date: _____

Library (Dominica) _____

Date: _____

Financial Aid (Dominica) _____

Date: _____

Director of Student Services (Dominica) _____

Date: _____

University Registrar (New Jersey) _____

Date: _____

Date Student Returned to Campus: _____

Student's Signature: _____

Date: _____

Student Services (Dominica): _____

Date: _____