



Leaves of Absence

Skidmore understands that there are times in students' lives when they must pause their academic journey for any number of personal or medical reasons.

The Office of Academic Advising implements the administrative process surrounding Personal/Medical Leaves of Absence on behalf of the Committee on Academic Standing. The Office does not verify or approve absences for medically related reasons, nor does it share information with students' instructors that could potentially be considered sensitive, personal or medically-related information.

Students may take a personal or medical leave of absence for one semester or an entire academic year. It is also possible for students to have more than one leave during their college career.

The College does not offer "short-term" leaves (i.e., a period shorter than one semester). Students with an acute, momentary issue are advised to refer to their syllabi for relevant course information (e.g. attendance policies, submission of work, and grading, etc.) before working directly with their instructors to explore options to remain academically engaged. However, students should not expect instructors to approve of absences or offer remote instruction.

Prior to taking a leave of absence, we encourage students to talk with an academic advisor about their plans. Students are also expected to continue to check their Skidmore email while on leave for all official communications from the college.

POLICIES ON LEAVES OF ABSENCE

DURATION OF LEAVE

Students may apply for a personal or medical leave of absence for one or two semesters, but not for a period shorter than one semester (First-Year students see additional note below). Students who apply for a leave for one semester may make a request in writing to have their leave extended for a second semester. The maximum duration of a leave is two sequential semesters. A student with extenuating circumstances (e.g., typically medical reasons) who takes two sequential semester leaves and wishes to take a third may petition the Committee on Academic Standing. Not all petitions are approved. Students with military service obligations are exempt from the limit of three semesters on leave.

If students do not return to study in the semester they indicate on their application, they are administratively withdrawn from the College and may **apply for readmission**.

EFFECTIVE DATE

A leave of absence is effective the date the completed, signed application form is received by the Office of Academic Advising from the student. Incomplete forms will not be processed. This effective date is used for calculating billing and refunds, and for assessing financial liability in accordance with the **Withdrawals and Leaves of Absence** policy and the **Refund and Liability Schedule** from the Bursar's Office.

ENROLLMENT AND GRADES

Students who apply for a leave during a fall/spring semester are deregistered from their courses and receive nonpunitive grades of "L" for the term, unless a grade has already been recorded by the **Office of the Registrar**.

FIRST-YEAR STUDENTS

First-year students may apply to take a leave of absence for one or two semesters. Leaves for one semester are not automatically granted. Applications for a one-semester leave during the student's first term should describe the student's academic progress and challenges during their first semester and provide a detailed academic plan that will maximize their chances for success upon return to the College. The Director of the First-Year Experience (DFYE) reviews and approves these applications on behalf of the Committee on Academic Standing (CAS). To prepare for their return, students taking a one-semester leave in the fall term must meet with the DFYE prior to their spring registration.

FINANCIAL AID

A leave of absence may affect students' eligibility for financial aid, their repayment schedule of federal loans, and their eligibility for athletic team competition. For questions, contact the **Office of Financial Aid**.

BURSAR'S OFFICE

Going on a leave indicates that you plan to continue as a Skidmore College student in a subsequent semester. In you decide to withdraw from Skidmore College instead of returning, you will be charged a \$500 returning student cancelation fee. For questions, contact the **Bursar's Office**.

ON-CAMPUS HOUSING

Once a completed application has been submitted, **Residential Life** will be notified, and students must vacate their room within 24 hours.

COMPLETING COLLEGE COURSEWORK WHILE ON LEAVE

Students may use the **Transfer Credit Approval Form** to transfer up to 18 credits per semester while they are on leave, in accordance with the **Transfer Credit Policies**. Transfer credit is awarded for courses completed with a grade of "C" or better. It is students' responsibility to send official transcripts to Skidmore's Office of the Registrar upon completion of the course work.

Students may not use a leave of absence for international **Off-Campus Study and Exchanges**. This does not apply to international students proposing to study at an accredited university or college in their home country.

PLANNING NOT TO RETURN AND NON-RETURNERS

If students decide not to return to Skidmore in the semester indicated on their application form or if they do not register for courses within the first three days of the upcoming term, then they will be administratively withdrawn from the College and may **apply for readmission**. **Students will lose access to their Skidmore account 24 hours after the withdrawal date.** It is strongly recommended that students save any important files—such as your unofficial transcript, degree audit, and related documents. If students already know that they do not intend to return to Skidmore, then they should complete the **Request to Withdraw from the College** form and return it to the Office of the Registrar.

PARENT / GUARDIAN NOTIFICATION

Students' parents/guardians will be copied on correspondence about a change in students' status as a result of taking a leave unless students have a "Do Not Release" for their academic record on file with the Office of the Registrar.

PERSONAL LEAVE OF ABSENCE

The last day to **apply for a personal leave of absence** for the Fall 2025 semester is Thursday, November 13, 2025. Personal leaves are not granted after the deadline. However, in exceptional circumstances, students may submit a petition to the Committee on Academic Standing.

MEDICAL LEAVE OF ABSENCE

The last day to **apply for a medical leave of absence** for the Fall 2025 semester is Wednesday, December 10, 2025, which aligns with the last day of classes. Medical leaves are not granted after the deadline. However, in exceptional circumstances, students may submit a petition to the Committee on Academic Standing.

Supporting medical documentation is not required at the time students apply to take a medical leave. However, the College requires supporting medical documentation when students apply to return from a medical leave (see "Return from Medical Leave").

Students who have paid for a **Tuition Refund Plan** as part of their semester bill may be eligible to submit an insurance claim for reimbursement that extends beyond the Bursar's **Refund and Liability Schedule**.

RETURN FROM MEDICAL LEAVE

Students must **apply to return from a medical leave** by the posted deadlines below. The application requires students to include an academic plan and provide supporting medical documentation. As a demonstration of enacting their academic plan, students must also be registered for the courses that they intend to take before submitting their application.

SUPPORTING MEDICAL DOCUMENTATION

When applying to return from a medical leave, the College requires a letter of support from a licensed clinician/physician to make recommendations about a student's ability to return to college and be successful. The letter of support must be on office letterhead from a licensed clinician/physician who has treated the student for the symptoms that led to their medical leave. The provider may not be related to the student or their family. The letter must be originated, signed, and dated from a licensed mental health or medical provider such as the following:

- Physician (MD)
- Nurse Practitioner (NP)
- Physician Assistant (PA)
- Psychologist (PhD or PsyD)
- Social Worker (LMSW, LCSW)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Mental Health Clinician (LMHC)

DEADLINES TO RETURN FROM MEDICAL LEAVE

- To return for **Spring 2026**, applications must be received by **December 10, 2025**.
- To return for **Summer 2026**, applications must be received by **May 1, 2026**.
- To return for **Fall 2026**, applications must be received by **July 15, 2026**.

Applications will not be reviewed or processed until all requested materials have been received by the stated deadlines. Applications will not be considered after the deadline.