

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

<b>Title:</b>	Leave of Absence (Undergraduate)
<b>Policy Number:</b>	02.10.16
<b>Issuing Authority:</b>	Office of the President
<b>Responsible Officer:</b>	Provost
<b>Date Created:</b>	February 8, 2011
<b>Date Last Amended/Reviewed:</b>	N/A
<b>Date Scheduled for Review:</b>	March 15, 2015
<b>Reviewing Office:</b>	Undergraduate Studies

### Scope of Policy & Rationale

Full-time degree-seeking undergraduate students who have been registered during the semester immediately prior to the beginning of the proposed semester(s) of absence are eligible to apply for an approved Leave of Absence (LOA). Approved students remain as active, non-enrolled students in university systems. International students who wish to obtain a Leave of Absence must obtain additional advisement from the Office of International Services. New students who wish to defer enrolling in their first semester are not eligible for a Leave of Absence and instead must arrange through the Office of Undergraduate Admissions to defer the semester they begin their studies.

### Definitions

A Leave of Absence (LOA) is an approved request for up to two consecutive semesters of non-enrollment (summer sessions excluded).

### Policy Statement

Students may apply for a Leave of Absence through the end of the drop/add period of any given semester. An LOA may be granted for one or two consecutive semesters, excluding summer sessions. Under special circumstances, an extension to an approved LOA may be considered, but some of the privileges listed below may not apply.

Students granted LOA retain their admitted student status and remain eligible for the following privileges:

- Retain the university requirements in place for their academic programs at the time of their first semester at Temple and the requirements in place for their major, concentration, minor or certificate at the time they declared them.
- Temple email access.

- Priority and self registration for the approved semester of return.
- Library access and borrowing privileges.

Students granted LOA are not considered registered students and as non-enrolled students are not eligible for:

- Financial aid disbursements during the semesters while on LOA. Students on a LOA are reported to lenders and loan service agencies as “not enrolled” and need to contact lenders for information on possible repayment requirements.
- Enrollment verification since they are reported as “not enrolled,” which could affect eligibility for health insurance, etc.
- Use of Student Health Services during the semesters while on LOA or any other university services not listed in the previous section.
- Campus Housing during their LOA.

Students may return earlier than the original agreed return date by providing notice to their schools/colleges as soon as possible, keeping in mind applicable deadlines for registration, financial aid, etc.

Students who do not return following the approved term for their LOA, or those students who did not apply for LOA, need to apply for re-enrollment to their schools/colleges if they wish to continue their coursework. Re-enrolled students do not retain their original bulletin year nor major declaration requirements and must follow the most current requirements for their schools/colleges and majors.

Students taking an approved medical withdrawal (WE) in a current semester are not considered to be on LOA.

## **Notes**

### **1. Dates of official enactment and amendments**

Adopted by the president on February 8, 2011. Effective August 30, 2011 (Fall 2011).

### **2. History**

Policy created to in absence of standard procedures at the undergraduate level.

### **Supersedes**

This policy supersedes all prior school/college policies and procedures related to undergraduate Leave of Absence.

### **3. Cross References**

Policy #02.10.14, Withdrawal from Classes (Undergraduate and Graduate).

Policy #02.10.11, Academic Standing (Undergraduate)

Policy #02.10.17, Academic Forgiveness (Undergraduate)

Procedures related to this policy can be found in the Academic Policies section of the Undergraduate Bulletin.