Kutztown University Policy ACA-026

Leave of Absence for Undergraduate Students

A. Purpose

The purpose of this policy is to define the standards and procedures for requesting and approving leaves of absence for undergraduate students.

B. Scope

This policy applies to all full or part-time undergraduate students in good standing.

C. Key words and phrases:

None

D. Policy & Procedure(s)

- Any matriculated full or part-time student in good standing may request a leave of absence from the university. A leave of absence may be granted for one semester, with the possibility of renewal for a consecutive semester, upon approval of the Registrar. At the conclusion of the leave a student may register to continue his/her program of study without repeating the admissions process and may select courses with the class appropriate to the total credit hours earned.

- Conditions governing the granting of a leave of absence:

    1. A leave of absence may be granted for medical reasons, study abroad, absence of required course(s) in a particular semester's schedule, and for other reasons, all of which should be appropriately documented and presented to the office of the Registrar. If a leave of absence is requested for the semester during which the student is enrolled, the student must first officially withdraw. If the leave is granted, the effective date of the leave would be considered as the date of withdrawal as approved by the Registrar.

    2. Any student who fails to return to the University at the end of his/her approved leave and who, at a later date, again wishes to matriculate must reapply for admission.

- Procedure:

    1. Leave of absence forms are available in the office of the Registrar.
    2. Completed forms should be returned to the same office.
    3. Students will be notified whether the request for a leave has been approved or denied.
    4. An applicant for a leave of absence who is currently receiving financial aid should consult with the Financial Aid Office for clarification of his/her aid status.
    5. Before returning to the University, it is the student's responsibility to meet with his/her advisor.

E. Effective Date

1981

F. Approved By

Committee on Academic Affairs - February 9, 1981

G. Last Reviewed

August, 2009
August, 2010
August, 2011
August, 2012
August, 2013
August, 2014
August, 2015