

Arcadia University
Request for Leave of Absence

A full-time or part-time undergraduate student or graduate student who encounters unforeseen emergency circumstances, may apply for a leave of absence during the current semester, provided the leave period is 15 weekdays or less. Students who need to request a leave of absence should complete the Request for Leave of Absence Form ("LOA Form") available on the Registrar's webpage. Service members called to active duty should use a Petition for Exception to LOA Policy.

Students granted a leave of absence continue to be charged the regular tuition rate and any financial aid, as originally allocated, will remain the same (for information about other fees please contact the business office). Should the student not return within the specified period indicated on the LOA Form, they will be required to officially withdraw from the University and should immediately contact the Registrar's Office to complete a withdrawal form. In cases of withdrawal, tuition charges and applied aid will be determined according to the University's regular refund policy for withdrawing students.

Meeting individually with professors and completing missed coursework due to a leave of absence is solely the responsibility of the student. An approved leave of absence does not guarantee that a student will be able to continue and satisfactorily complete an enrolled course as according to the criteria of individual faculty or course policies as indicated by the course syllabus. Undergraduate students who experience difficulty contacting their faculty members should contact the Associate Dean for Undergraduate Studies, and Graduate students should contact the Associate Dean of Graduate Studies. Students must consult with their financial aid counselor regarding any possible impact on satisfactory academic progress and loan repayment/grace periods in advance of beginning an approved leave of absence.

The Dean of Graduate and Undergraduate Studies and the Dean of Students, or their designees, will review the LOA Form and will either accept or deny it, based on the individual circumstances of the student and the predicted likelihood that the student will return to classes at the end of the approved leave period.

Student Name: _____

Current Year and Term: _____

Period of Leave of Absence: _____
(indicate specific beginning and ending dates of leave)

Current course title	Code	Instructor

Reason for Request: _____

Dean of Graduate and Undergraduate Studies or designee		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
Dean of Students or designee		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____