

Undergraduate Leave Of Absence Process for Advisors

Students must be continually enrolled to register for the next semester. Starting Fall 2011, if they do not plan to register for an upcoming Fall or Spring semester, students must apply for a Leave of Absence. They are able to apply for a LoA through the end of the drop/add period of any given semester. An LOA will be granted for one or two consecutive semesters, excluding summer sessions.

- 1) Students will submit a petition for the LOA to the Advising office.
- 2) Once approved by Dean's Designee, the advisor will submit to the Office of the Registrar (O.U.R.) for posting via fax 215 204 6626 or email registrar@temple.edu.
- 3) OUR will post the LoA on SGASTDN with the terms of intended leave and email the advisor when completed.
- 4) During an approved LoA, the student status remains "Active (AS)" so that the student will be able to participate in priority registration for the next semester. If a student does not register for the semester after the expired LOA, once the drop/add period ends, student status will be changed to "Inactive (IT)." The student will then need to submit an Undergraduate Request to Re-enroll to Temple University to the school/college where he/she plans to continue their education

Students granted LOA retain their admitted student status during their leave, remain eligible for the following privileges:

- Retained bulletin year and requirements in place at the time of declaration of major if in the best interest of the student
- Temple email access
- Priority and self registration
- Library access and borrowing privileges

Students granted LOA are not considered registered students and should be aware of the following consequences:

- Students are not eligible for any financial aid disbursements during the semesters while on LOA. Students on a LOA will be reported to lenders and loan service agencies as "not enrolled" and will need to contact lenders for information on possible repayment requirements
- Enrollment verifications will be reported as "not enrolled," which could affect students' eligibility for health insurance, etc.
- Students are not eligible to use Student Health Services during the semesters while on LOA or any other University Services not listed in the previous section
- Students are not eligible for Campus Housing during their LOA

The Leave of Absence policy does not apply to those who have received permission to study at an institution other than Temple. Students must see an advisor if seeking permission to take courses elsewhere, whether in the U.S. or abroad.

Students may return earlier than the original agreed return date by registering via SSB, keeping in mind applicable deadlines for registration, financial aid, etc. They should be encouraged to notify their schools/college if planning to return earlier than indicated on the original leave request.

NOTE: If the student originally left the University through the Withdrawal with Approved Excuse for Medical Reasons, he/she needs to provide a Medical Provider's Statement to Return to the University before registering for classes. (Go to www.temple.edu/VPUS/forms)