

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Leave of Absence (Graduate)
Policy Number: 02.20.11
Issuing Authority: Office of the President
Responsible Officer: Provost

Date Created: December 2013
Date Last Amended/Reviewed: N/A
Date Scheduled for Review: September 2016
Reviewing Office: Graduate School

Scope of Policy & Rationale

Full-time degree-seeking graduate 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 a Leave of Absence (LOA). Approved students remain as active, non-enrolled students in university systems. International students who wish to obtain a LOA must obtain additional advisement from the Office of International Services.

A Leave of Absence is an approved request for a fall or spring term of non-enrollment (summer sessions excluded). Graduate students may receive up to a maximum of four semesters of leaves of absences.

Policy Statement

Students may apply for a Leave of Absence (LOA) through the end of the drop/add period of any given semester. A LOA may be granted for one to four 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.

A Leave of Absence does not extend the time limit for completing a graduate degree.

Students granted a Leave of Absence 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 degree or degree concentration 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 Leave of Absence (LOA) are not considered registered students and as non-enrolled students are not eligible for:

- Consultation with faculty or continuation of progress on theses, exams, dissertations or other academic work required for completion of degree while on a LOA.
- Financial aid disbursements during the semester(s) while on a 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 a LOA or any other university services not listed in the previous section.
- Campus Housing during their LOA.

Students who (a) do not return following the approved term for their Leave of Absence (LOA) or (b) did not apply for a LOA and are not enrolled for two consecutive semesters must apply for re-admission to their schools/colleges. Re-admitted students do not retain their original bulletin year and must follow the most current requirements for their graduate degree. Students taking an approved medical withdrawal (WE) in a current semester are not considered to be on Leave of Absence.

Notes:

1. Dates of official enactment and amendments

Adopted by the President on September 2, 2014. Effective September 2, 2014.

2. History

Policy approved by the Graduate Board and Graduate School on October 17, 2012.
Policy approved by the Council of Deans on December 18, 2013.

3. Cross References

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

Procedures related to this policy can be found in the Policies and Procedures section of the Graduate Bulletin.