

## **Application for a Leave of Absence from the University Undergraduate Day Students**

A student may be granted a Leave of Absence (LOA) from the University upon application, no later than the last day to add or drop a course for the term.

### **I. SJU Definition, Policies and Conditions related to a Leave of Absence (LOA)**

A Leave of Absence is for students who are taking time off from their formal education, with the intent to return to SJU. Students may not take classes at another institution and transfer those credits back to SJU while they are on a LOA.

When approved, a LOA is granted for one semester and may be renewed once for a consecutive semester or a total of 2 LOAs during a student's time at SJU.

To show continuity in the academic record, a comment of "Leave of Absence" will be placed on the official transcript for the term the student is on a LOA.

Students on a LOA are reported to lenders and loan service agencies as "not enrolled" and the student needs to contact lenders for information on possible repayment requirements.

### **II. During the Leave of Absence**

While on a LOA a student retains his/her active student status and remains eligible for the following privileges:

- Retain the University requirements in place for their academic programs at the time of their first semester of enrollment
- Access to The Nest and SJU email

While on a LOA a student is not eligible to:

- Reside in campus housing
- Participate in campus organizations, campus activities or hold student leadership positions

Under certain circumstances, a hold may be placed on a student's account at the time of the LOA preventing students from registering for future classes. The hold will be lifted when the student completes the requirements for returning from the LOA.

### **III. Returning from a Leave of Absence**

When a student is returning from a LOA, the student should contact their advisor to discuss course planning and acquire the registration PIN for the next semester.

If a student has a Hold on their account, the student is required to contact the appropriate Associate Dean or Advising Center and fulfill the terms for return at least 4 weeks prior to the start of classes.

The terms for return may include, but are not limited to:

- A brief written notification from the student of his/her intent to return, confirming academic major at the time of return
- Clearance from a treating medical professional that the student is ready for the demands of college level academic work
- Clearance from Student Accounts Receivable Management
- Clearance from the Center for International Programs

A Leave of Absence (LOA) is processed in the following locations:

**College of Arts & Sciences students:**

The Dean's Office  
113 Barbelin Hall  
610-660-1280  
casleave@sju.edu

**Haub School of Business students:**

William F. Leahy Advising Center  
289 Mandeville Hall  
610-660-3420  
hsbadvisingcenter@sju.edu

Student's Name: \_\_\_\_\_ ID number: \_\_\_\_\_

Major: \_\_\_\_\_ Effective Semester(s): \_\_\_\_\_

SJU Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_

In the box below, provide a statement explaining the reason(s) for requesting the leave.

Are you under 18 years of age?                      Yes      No      If yes, a parent/guardian needs to sign the form also  
Are you an International student on a Visa?      Yes      No

I acknowledge that I have read and understand the conditions of a Leave of Absence.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Required for students under the age of 18*

Notation:  
Hold in Place: \_\_\_\_\_                      Hold Removed: \_\_\_\_\_

Terms required at time of return: