



## **Kutztown University Policy ACA-026**

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### **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 Kutztown 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. Registration to continue the student's program of study may occur at the conclusion of the leave without repeating the admissions process, and the student 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 the leave is granted, the effective date of the leave would be considered as of the date approved by the Registrar.
  2. Any student who fails to return to the University at the end of the approved leave and who, at a later date, again wishes to matriculate must reapply for admission.
- Procedure:

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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 aid status.
5. Before returning to the University, it is the student's responsibility to meet with an 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  
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