

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Leave of Absence (Undergraduate)
Policy Number: 02.10.16
Issuing Authority: Office of the President
Responsible Officer: Provost

Date Created: February 8, 2011
Date Last Amended/Reviewed: December 2021
Date Scheduled for Review: December 2025
Reviewing Office: Undergraduate Studies

Scope of Policy & Rationale

A Leave of Absence (LOA) for up to a total of two consecutive semesters of non-enrollment (summer sessions excluded) is permitted one time during a student's degree program

An LOA allows active baccalaureate or associate degree students to interrupt enrollment without having to apply for re-enrollment and without changing the requirements of their degree programs. A degree candidate who does not register for consecutive semesters and is not on an LOA must apply for re-enrollment.

Policy Statement

An LOA may be filed through October 1 for fall terms and March 1 for spring terms. Any extension of the LOA from one semester to two semesters must be filed by October 1 for fall term extensions and March 1 for spring term extension. Students currently registered for or withdrawn from courses are not eligible for an LOA or LOA extension for that term. Under special circumstances, exceptions to the duration of an LOA or additional LOAs may be considered, but, if granted, some of the privileges listed below may not be preserved.

Courses taken at other colleges or universities during the LOA period, or taken between two consecutive LOA semesters, may not be used for transfer credit at Temple University.

New students who wish to defer enrolling in their first semester are not eligible for an LOA and, instead, must contact the Office of Undergraduate Admissions to discuss their options.

International students who seek an LOA must obtain additional advising from the Office of International Services.

Fly in 4 participants must meet with an advisor to discuss potential effects of the LOA on time to degree and their eligibility for the Fly in 4 program.

Students on an LOA retain their admitted student status and remain eligible for the following privileges:

- Retention of the academic program requirements in place at the time of their matriculation at Temple, including the requirements in place at the time they declared their major, concentration, minor and/or certificate.
- Temple email access.
- Priority registration for the semester of return.
- Library access and borrowing privileges.

Students on an LOA are not considered registered students and, as non-enrolled students, are **not** eligible for:

- Financial aid disbursements, including work study funds, during the semesters while on LOA. Students on an LOA are reported to lenders and loan servicing agencies as “not enrolled” and should contact lenders for information on possible repayment requirements.
- Student employment.
- Enrollment verification. Students on LOA are reported as “not enrolled,” which could affect eligibility for health insurance and other programs and services.
- Use of Student Health Services and Tuttleman Counseling during the semesters while on LOA or any other university services not listed in the previous section.
- On-Campus Housing.
- Programs requiring continuous enrollment or academic progress.

Students may return earlier than the original return date by registering for courses, keeping in mind applicable deadlines for registration, financial aid, etc.

Students who do not return from their LOA on the expected return date, or those students who ceased enrollment without an LOA, must submit an application for re-enrollment to their schools/colleges in order to continue their coursework. These students must follow the most current requirements for their schools/colleges, majors, and the university.

Students taking an approved medical withdrawal in a current semester are not considered to be on LOA. Medical or excused withdrawals are governed by Policy #02.10.14, Withdrawal from Classes (Undergraduate and Graduate).

Notes

1. Dates of official enactment and amendments

Adopted by the president on February 8, 2011. Effective August 30, 2011 (Fall 2011).

Amended by the president in November 2019; effective Spring 2020.

Amended by the president in December 2021; effective Spring 2022.

2. History

Policy created to in absence of standard procedures at the undergraduate level.

The November 2019 amendment adds eligibility of part-time students for LOA, clarifies language, and aligns policy with practice.

The December 2021 amendment extends the deadline to file an LOA or an extension of an LOA.

Supersedes

This policy supersedes all prior school/college policies and procedures related to undergraduate Leave of Absence.

3. Cross References

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

Policy #02.10.11, Academic Standing (Undergraduate)

Policy #02.10.17, Academic Forgiveness (Undergraduate)

Policy #03.70.11, Temple University Policy for Students Called to Military Service Obligation (all Students)

Procedures related to this policy can be found in the Academic Policies section of the Undergraduate Bulletin.