

3.1.4.2 Undergraduate Leave of Absence

Each student is expected to complete the baccalaureate degree by attending Lehigh for four consecutive academic years. ~~Once a student who has matriculated at Lehigh chooses to deviate from this attendance pattern a revised degree plan, coordinated with his or her adviser and associate dean, must be submitted with a request for a leave by completing a petition to the SOS Committee for an Academic Leave of Absence. Requests for a leave of absence must be completed according to the procedures of the university. Petitions are available from the Registrar's Office or the Dean of Students~~ The leave of absence form must be signed by the student's faculty adviser; associate dean of the college and the completed form must be submitted prior to the start of any subsequent enrollment at another college or university. **Leaves can only be taken for a maximum of two continuous years, and count towards the overall maximum time to degree.**

If unapproved leaves are taken, students are declared as non-returning and must **contact Academic Life and Student Transitions to determine if a petition for readmission is needed.** ~~apply for readmission to the University SOS committee if they wish to re-enroll.~~ Courses taken at another college or university while on an unapproved leave will not be permitted to transfer toward a Lehigh University baccalaureate degree. **Additional information may be found on the Dean of Students website and student handbook.**

Current Lehigh University students are prohibited from concurrent enrollment at any other college or university **without prior approval from the SOS Committee.** Unapproved courses taken concurrently cannot be applied to a Lehigh degree. An exception is made for cross registration at another LVAIC institution.

Only a limited number of students may apply to programs like the American University Internship, and the University of Pittsburgh Institute for Shipboard Education. For procedures concerning application for these programs, **students need to contact** ~~please see the Associate Dean of~~ **their college.**

Students can not assume that a leave will be granted to study at another college or university (this policy does not apply for study abroad through the auspices of Lehigh Abroad or LVAIC programs). ~~The program of study and reason for the leave must be approved by the SOS committee.~~ Students may take courses at another institution during a summer term without requesting an academic leave of absence. Check with the Registrar's Office for limitations and processes for transfer course approval.

~~The proposed plan is to be effective with the fall term of 2006 and will be reviewed at the end of one year.~~

Rationale for revision:

Revisions are being requested to reflect current practice and to update the appropriate offices for contact information.

The deleted phrasing in the first paragraph creates an overly broad definition that would require students who aren't necessarily going on a leave to petition to SOS to do things like drop to part-time status.

Going on a Leave is ultimately to the student's benefit. We want them to go on a leave rather than just withdraw, and placing barriers to going on leave isn't going to necessarily encourage students to not withdraw from the institution.