

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 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.

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 can not 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.

3.7.3.2 Make-ups for Final Examinations

Make-up examinations may, upon petition to the SOS Committee, be granted in the case of unavoidable absence from a final examination in any course. A make-up also may be granted if a student is scheduled for three examinations in a calendar day. A petition to take one of these exams during the make-up period must be submitted to the registrar **Academic Life and Student Transitions Office** not later than one week following the publication of the examination schedule. Make-up examinations are scheduled by the registrar as follows:

- Fall semester and Winter term classes – Saturday morning prior to the start of Spring semester
- Spring semester classes – first Saturday morning of Summer Session I **and Saturday morning prior to the start of the Fall semester**
- Summer Session classes – Saturday morning prior to the start of the Fall semester

A petition to take one of these exams on the scheduled make-up day must be submitted no later than a week prior to the first day of final exams.

No fee is charged for a make-up examination when the original examination was missed through no fault of the student. If, however, the student misses the regular make-up examination as scheduled, a fee is assessed for any subsequent examination granted.

Rationale for revision: Requested revisions are to reflect the appropriate office to contact and include the additional make-up day after spring.

3.8.4 Drop/Add Period

A withdrawal from a course within the first ten days of instruction is not recorded on the student's record.

A student wishing to withdraw from a course after the tenth day, but not after the eleventh week of instruction, must follow the procedure set up by the registrar and notify both the advisor and course instructor.

A student who officially withdraws from the university or a course after the tenth day of classes through the eleventh week of instruction receives grades of W in the course(s) for which ~~he or she is~~ **they are** registered. ~~After the eleventh week of instruction, no grade of W may be given.~~

A student who reduces ~~his or her~~ **their** course load below the minimum required for standing as a full-time student but does not withdraw from the university, becomes a part-time student for the rest of that semester.

Some areas affected by part-time status are financial aid, athletic eligibility, veteran's affairs, selective service, and immigration status.

A student may add any course through the fifth day of the semester. From the sixth to the tenth day of the semester, students wishing to add a course must follow the procedure set up by the registrar, obtaining the permission of the course instructor and notifying the advisor.

After the tenth day of the semester, students must petition the Committee on the Standing of Students to add a course.

Rationale for revision: Revision requested to correct gendered language. In addition, a W may be given to students who fully withdraw from the university.