

(1) PROPOSED NEW TEXT

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. Requests for a leave of absence must be completed according to the procedures of the university. The leave of absence form must be signed by the student's 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. Any single leave is limited to a maximum of two continuous calendar years and does count towards the overall maximum time to degree, as specified in R&P 3.20.1.

Students must complete one regular semester to be eligible for a leave. Students during their first semester who withdraw up to and including the 10th day can defer their admission to the following semester with the approval of the Office of Admissions. Students who withdraw after the 10th day may return the following semester through an unapproved leave return process, as specified below.

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 baccalaureate degree. An exception is made for cross registration at another LVAIC institution.

Students cannot 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). 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.

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. 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.

(2) PROPOSED NEW TEXT WITH MARKUP

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2) ORIGINAL TEXT

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procedures of the university. The leave of absence form must be signed by the student's 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. 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.

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(4) EXPLANATION FOR NEEDED CHANGE

It has been brought to the Educational Policy committee's attention that the current policy uses outdated language and does not reflect the current practice. It also allows for loopholes for ineligible students to go on a leave.

(5) EXPLANATION FOR WHY CHANGE ADDRESSES ISSUE

The new proposed policy reflects:

- a) current practices,
- b) removes outdated language (i.e., the deleted paragraph that refers to programs we no longer offer),
- c) closes loopholes allowing ineligible students to go on a leave. The loophole was the ability for someone to get a Leave of Absence when they didn't qualify given the lack of a transcript.

6) PROPOSAL HISTORY

Marina Puzakova, Chair, Education Policy Committee, final revision, November 13th
Educational Policy Committee discussion of revision and vote: November, 13th, 2025
Educational Policy Committee discussion of revision and vote: October, 16th, 2025
Educational Policy Committee discussion: Oct. 4th, 2025

(7) PROPOSED IMPLEMENTATION DATE

End of AY 25-26

(8) IMPACTS ON OTHER PARTS OF R&P

There should be no impacts on R&P numbering.