Leave of Absence Request Form

DATE ___________________________       PRINT NAME ____________________________________________
Month           Day       Year      Last  First  M.

Reason for Leave
(Check One)

? Medical
? Personal
? Financial
? Academic*
? Course Offerings*
? Special Program*
? Other

LIN #__________________________  LU User I.D._________

Local/Campus Address__________________________________

Local/Cell Phone #______________________________

College: ___________  Class: ___________

Major_____________________________________

Major_____________________________________

Term of Leave:

___________________________  Last Semester Average _________  Overall GPA ___________

1. Please attach a statement that explains the reasons for your requested leave of absence clearly and fully.
2. If your time away includes taking courses at another institution, please attach your completed transfer credit approval form.

Student Acknowledgement:

Term you plan to return to Lehigh: _______________________________

Signature______________________________________  Date: ______________________

The student will take this petition to the advisor (if indicated by an asterisk * on the list of petition types above), and to the associate dean of the college who, after making a recommendation, will forward the petition to the registrar.

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<tr>
<th>Signature</th>
<th>Date</th>
<th>e-mail address</th>
<th>Recommendation (reasons/remarks)</th>
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Office Use Only:
Transfer of Credit

The completion of the required transfer credit approval form does not indicate that the credit will transfer or that the leave has been granted. The Leave of Absence must also be approved for course work taken during the regular academic fall and spring terms to be applied toward an LU baccalaureate degree.

Leave of Absence Petition Form

Directions

1. Please type or neatly print the information requested on the form. Please complete all the requested information, failure to do so will delay the review of your petition.

2. Please be clear about the reason and provide appropriate documentation.

3. The petition must be submitted prior to the term for which the leave is being requested. Timeliness is very important. Complete the petition as soon as possible.

4. The appropriate signatures are very important, but don’t allow the signatures to delay your petition too long. Alternates to the signatures can include copies of emails or the signature of the department chair or another faculty member. Please contact the associate dean of your college immediately if you are having difficulties with signatures. The final signature on your petition is the Associate Dean of Students for Academic Support Service (UC 210).

5. When petitioning, you may need to talk to the Associate Dean of Academic Support or the Registrar. The administrative assistants in each of the offices will also be able to let you know if a meeting is necessary.

6. Once a petition is submitted a reply may not be available for up to two weeks. This is because in some cases the Committee on the Standing of Students may need to be consulted. SOS meetings occur every two weeks on Friday mornings.

7. The notice of approval or rejection of your petition will be emailed to your Lehigh.edu account. You may call the Associate Dean of Student’s Office (8-4159) or the Registrar’s Office (8-3200) to inquire but please wait at least two weeks for processing. Please do not expect a one or two day turn around.