

# Leave of Absence Request Form

DATE \_\_\_\_\_  
 Month Day Year

PRINT NAME \_\_\_\_\_  
 Last First M.

## Reason for Leave

(Circle One)

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

LIN # \_\_\_\_\_ LU User I.D. \_\_\_\_\_

Local/Campus Address \_\_\_\_\_

Local/Cell Phone # \_\_\_\_\_

College: \_\_\_\_\_ Class: \_\_\_\_\_

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, to the associate dean of the college and the Dean of Students office(31 Williams Hall #390).

	Signature	Date	e-mail address	Recommendation (reasons/remarks)
Advisor				
Associate Dean of College				
Dean of Students office				

## 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 Dean of Students for Academic Support Service (Williams Hall #390).
5. When petitioning, you may need talk to the Dean of Academic Support or the Associate Dean of your college.. 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.
7. The notice of approval or rejection of your petition will be emailed to your Lehigh.edu account. You may call the Dean of Student's Office (8-4159) to inquire but please wait at least two weeks for processing. Please do not expect a one or two day turn around.