



Academic Life and Student Transitions
 Williams Hall, Suite 390
 31 Williams Drive
 Bethlehem, PA 18015
 Tel: (610) 758-4159 Fax: (610) 758-5293

Committee on the Standing of Students (SOS)

Request/Notification for: Term Withdrawal, Leave of Absence (LOA), or Non-Return
To be completed if you are: 1) withdrawing from the current term, 2) requesting a leave of absence, and/or 3) notifying the university that you are not returning in a future term.

DATE: _____
 mm/dd/yyyy

NAME: _____ LIN: _____ LU Email: _____
(include alternate email address if your LU email is not active)

Cell Phone: _____ Degree & Major: _____

College of Enrollment:

- Arts & Sciences
- Business & Economics
- Engineering & Applied Science
- Inter-Collegiate

Check all that apply:

- I am withdrawing from the current term.
- I am requesting a leave of absence and plan to return in the following term: _____
- I do not plan to return to Lehigh in a future term.

First Term of Enrollment at Lehigh: _____

STATEMENT: Please attach a personal statement that fully explains your reason for withdrawing from and/or not returning to Lehigh in a future term:

Are you not returning for medical reasons? Yes No
If yes, please attach relevant medical documentation.

Are you planning to enroll in classes at another college/university? Yes No
If yes, visit the Registration & Academic Services website for Transfer Credit Information.

REQUIRED SIGNATURES:

Academic Advisor: _____ Printed Name & Email: _____

Associate Dean, College of Enrollment: _____

Acknowledgement: I have reviewed and understand Lehigh University policy regarding a Leave of Absence.
Full policy information can be found in the Course Catalog for a Leave of Absence and on the back of this form.

Student Signature: _____ Date: _____

Please submit this completed form and relevant documentation to Academic Life & Student Transitions (ALST):

31 Williams Drive - Suite 390, Bethlehem, PA 18015
 610.758.5293 (fax), inacsup@lehigh.edu (email)

ALST Signature: _____ Date: _____ Effective Withdrawal Date: _____

Leave of Absence Policy and Related Information

Please contact Academic Life & Student Transitions (ALST) at 610.758.4159 if you have any questions regarding Withdrawal and the Leave of Absence Policy.

Status Notification: Notification of your Term Withdrawal, Leave of Absence or Non-Return will be sent electronically to your Lehigh e-mail account. Please refer to the Academic Calendar on the Registration & Academic Services (RAS) webpage as withdrawal requests will not be approved after the last day to drop courses with a W for the current term.

Please attend to the following information as you are completing this form:

- **Signatures:** The requested signatures on the form ensure that appropriate individuals are aware of your request and must be included for this form to be considered complete. Alternatives to the form signatures can include electronic signatures (email correspondence) and/or designees when appropriate.
- **Medical Withdrawal/Leave of Absence:** Students withdrawing for medical reasons must provide relevant documentation regarding their circumstances; students will also need to provide supporting documentation upon readmission in a future term, if applicable.
- **Transfer Credit Policy:** Current students seeking transfer credit must complete the Undergraduate Student Approval of Transfer Credit form prior to taking a course at another institution. This form must be approved by the related academic department at Lehigh prior to submission to Registration & Academic Services (RAS). Although the department may approve the course equivalency, RAS is responsible for determining eligibility in accordance with policies outlined on the form and in the University Catalog.
- **8-Year Graduation Rule:** Students may request leaves of absence for an extended period of time; however, students must complete their degree within 8 years from the time they matriculated to the university. Please refer to the Graduation Requirements in the University Catalog for more information.
- **Readmission:** Please refer to the ALST website for information regarding the process for readmission, as well and pertinent information related to financial aid, billing and housing.
- **Refund of Charges:** Refer to the University Catalog regarding eligibility for tuition, housing and board plan refunds, as well as adjustments to financial aid, if applicable.
- Contact the following offices for more specific information about a Leave of Absence as it relates to:

Bursar's Office: 610.758.3160, inburs@lehigh.edu

Billing and payment deadlines; tuition and board plan refund policy and process

Financial Aid: 610.758.3181, infao@lehigh.edu

Application deadlines upon return, eligibility for financial aid

Housing Services: 610.758.3500, inhouse@lehigh.edu

Housing selection and process for a future term of enrollment, housing refund

Registration & Academic Services (RAS): 610.758.3200, ras@lehigh.edu

Transfer credit policy; request for transcripts