

LEAVE OF ABSENCE REQUEST FORM

Who should use this form?

Students who wish to take a leave from their studies for a fall or spring semester can request a leave of absence. All leaves must be approved by the Wharton Undergraduate Division. Students who are not in good standing or who have a disciplinary action pending against them require special approval.

Discontinuance of study without permission from the University does not constitute a leave of absence.

What do I need to know about taking a Leave of Absence?

There are two types of leave of absence requests: personal and medical. Students who are requesting a medical leave of absence must attach documentation from their health care provider and may be required to consult with Student Health Service (SHS) or Counseling and Psychological Services (CAPS) as needed.

Once the leave of absence is approved and the leave takes effect, the PennCard will be deactivated and the student's access to University services and facilities will be restricted.

Students who are not in good academic standing at the time of the leave of absence request will return to the same academic standing status they held (i.e., Probation or Drop Warning) when they left.

Students cannot receive Penn transfer credit for courses taken at another institution while on leave of absence.

Per the Sunset Policy, students must complete all baccalaureate degree requirements within eight years of their original date of matriculation. Students who do not complete their degree requirements within this time frame will be withdrawn from the University.

The standard time frame for a leave of absence is one semester. Students who wish to take a leave of absence for a period longer than one semester must specify this in their request and outline the rationale behind this. Students who initially request a leave of absence for one semester and later decide they wish to extend their leave must contact the Undergraduate Division in writing and include the reasons for the extension request.

Can I request a leave of absence after the semester has started?

Students considering a leave of absence are strongly encouraged to request a leave prior to the start of the semester in question. If a student is granted a leave after the semester has started, the normal drop and withdrawal deadlines apply, and these are as follows:

Students who request a leave of absence prior to the drop deadline (end of the fifth week of the semester), are responsible for dropping their courses in Penn InTouch. Students who request a leave of absence after the drop deadline but prior to the end of the tenth week of the semester will be withdrawn from their courses, with a notation of "W" on their transcript for those courses. Requests to take a leave of absence after the withdrawal deadline will be considered only in

extremely extenuating circumstances and only with the proper supporting documentation.

Financial reimbursement or credit may be issued when a leave is approved early in a semester. Consideration for a tuition refund or credit is based on the number of weeks completed in the semester.

If you left within:	Percent refund/credit of tuition and fees
First two weeks of class	75%
Third and fourth weeks of class	50%
Thereafter	0%

For information on refunds/credits for non-tuition charges (such as housing and dining) students are responsible for contacting those offices directly.

Are there other offices I will need to contact?

The following web site will provide a list of other offices (including housing, financial aid, etc.) students may need to contact as they prepare to take a leave of absence. Students are required to review this information and follow up as necessary: <http://www.sfs.upenn.edu/special-polices/policies-leave-of-absence.html>

How do I submit my request?

First, meet with an advisor in the Wharton Undergraduate Division to discuss your request to take a leave of absence.

Then, fill out the attached form. Please complete all parts of the form, and be sure to attach a detailed description regarding the reasons for your request and how you plan to use your time away from the University. Submit these materials to the Wharton Undergraduate Division.

Dual/coordinated dual degree students must request a leave of absence and fill out the necessary paperwork through BOTH of the schools in which they are enrolled.

Once the leave of absence request has been approved, students will receive a confirmation letter outlining the terms of the approved leave and any conditions that must be met prior to making a request to return from leave of absence.

What do I do when I want to return from leave?

Students must submit their return from leave of absence paperwork to the Wharton Undergraduate Division at least ONE MONTH prior to the start of the semester in which they want to resume their studies (i.e., August 1 for the fall term, December 1 for the spring term, April 15 for the summer term).

Students must complete a return from leave of absence request form and attach detailed information indicating how they have used their time on leave and outlining their plans for returning.

Students returning from medical leave will be required to submit evidence they are ready to resume their studies and rejoin the campus community. Such evidence includes documentation from the student's health care provider as well as consultation with Student Health Service (SHS) and/or Counseling and Psychological Services (CAPS) as appropriate.

Please refer to the Return from Leave of Absence form for more information.

Questions?

Contact Melissa Hagan, 215-898-6353, thomasm2@wharton.upenn.edu

Undergraduate Division
The Wharton School
University of Pennsylvania
G95 Huntsman Hall
3730 Walnut St.
Philadelphia, PA 19104

LEAVE OF ABSENCE REQUEST FORM

Student Information

Name: _____
(Last Name) (First Name)

Dual/ Coordinated Dual Degree Program Name (if applicable): _____

Penn ID: _____ Email: _____

Address/Phone Number While on Leave: _____

Current Date: _____ Expected Grad. Date: _____

Leave of Absence Information

I am requesting a leave of absence for the following semester(s):

Fall Spring Year: _____

Anticipated semester of return:

Fall Spring Summer Year: _____

Reasons for the Request

Please attach detailed information regarding the reason(s) you wish to take a leave of absence and how you plan to use your time away from the University. If you are requesting a medical leave, please attach supporting documentation from your health care provider.

I understand and agree to the conditions as they are presented on these forms.

Student signature

Date

OFFICE USE ONLY

Leave Category:

- Personal (PE)
- Medical, Standard (MD)
- Medical, CAPS (MD)
- Non-Penn Study Abroad (SA)
- Military Service (MS)
- Financial (FI)
- Pending Graduation (PG)
- Last Term Attended _____

Effective Date: _____

Academic Standing :

- Good Standing
- Probation
- Drop Warning

Financial (if applicable):

- Credit
- Refund
- Amount _____

Other Action:

Signature of approval (Wharton Undergraduate Division)

Date