

RETURN FROM LEAVE OF ABSENCE REQUEST FORM

Who should use this form?

Students who are on an approved leave of absence and who wish to resume their studies at the University of Pennsylvania for the upcoming semester.

What do I need to know about returning from a leave of absence?

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). Any return request submitted later than these deadlines may be denied a return by Wharton, even if the student appears to have met all other conditions set forth in the original leave letter. Timely submission of requests and documentation are conditions of all leaves.

Students may submit their request to return as early as the start of the advance registration period for the semester in which they wish to return. In some cases, conditional approval may be granted to allow students to enter their registration requests, with final approval pending submission of updated documentation and/or medical clearance closer to the date of the student's anticipated return.

Students who have holds on their record must have these holds cleared before their return can be approved. Holds may be placed by Student Health Service, the Office of Student Conduct, or Student Financial Services, and students are responsible for contacting the respective offices directly.

All incurred financial obligations to the University must be fulfilled. Students on leave of absence will not be officially returned to the University until financial matters are addressed and resolved.

Students who were 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 Students who do not complete their degree requirements within this time frame will be withdrawn from the University.

More on back →

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 return from 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?

Fill out the attached Return from Leave of Absence request form. Please complete all parts of the form, and be sure to include detailed information on the questionnaire addressing how you have used your time on leave, why you feel ready to resume your studies at this time, and your plans for reintegrating into the academic community. Submit these materials to the Wharton Undergraduate Division by the designated deadline, as outlined in these instructions and on the attached form.

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

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. Detailed information regarding the necessary documentation and conditions of the leave that must be met prior to returning are provided in the student's leave of absence confirmation letter.

Students on a medical leave of absence will be eligible to resume their studies at Penn only after they demonstrate that it is medically appropriate to do so, as determined by the University, and provided they comply with the conditions set by SHS and/or CAPS and the Wharton Undergraduate Division.

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

All students returning from a leave of absence will be required to meet with a Wharton advisor to discuss their reintegration to the University setting, their course plans for the semester of return, their plans for completion of their degree requirements, and use of University resources and support services as appropriate.

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

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This request must be submitted to the Wharton Undergraduate Division at least ONE MONTH prior to the start of the semester in which you want to resume your studies (i.e., August 1 for the fall term, December 1 for the spring term, April 15 for the summer term).

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 to return from leave of absence for the following semester:

Fall Spring Summer Year: _____

Please provide detailed information addressing the following questions. Attach additional pages if necessary.

1. What were the reasons that led to your taking a leave of absence?

2. If you took a leave for medical reasons, what treatment have you sought while on leave?

3. How have you spent your time while on leave?

4. What are your plans for continuing your academic program and progressing through the curriculum toward graduation? Please include your specific course plans for the desired semester of return.

5. What are your plans for seeking academic and/or personal support (e.g., tutoring, counseling, help with learning skills, help with time management, etc.) upon your return?

6. Where are you planning to live when you return?

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

Student signature

Date

OFFICE USE ONLY

Returning From (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

Medical Doc Rec'd (if applicable):

- SHS _____
- CAPS _____
- Other Provider _____

Conditional Approval **Condition(s):**

Other Action:

Signature of approval (Wharton Undergraduate Division)

Date