



# Leave of Absence

A Leave of Absence is an official period of time during which a matriculating student is not currently enrolled. A student may request that a leave of absence start during a semester in which a student is currently enrolled, or start with the next semester on the academic calendar. In the event that a student starts a leave of absence during a semester, all courses on the student's transcript for that term will be assigned grades of "W" to indicate a withdrawal from those courses if the leave begins after the drop period. The transcript will also indicate "Leave of Absence" for the term in which the grades of "W" appear. A leave of absence, including extensions, is not given for more than two years. To request an extension of an approved leave of absence, students submit the "Leave of Absence Extension" form to the Office of the Registrar prior to the termination date of the approved leave. For a Leave of Absence to be official, this completed form should be submitted to the Registrar's Office.

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_ Major: \_\_\_\_\_

Date that Leave will begin: \_\_\_\_\_ OR Semester that Leave will begin: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Non-Keystone email: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

Graduation requirements in effect for students at the time their approved leave begins will remain in effect when they return from their leave under the following conditions:

- (1) They are in good academic and social standing at the College and have consulted with their academic adviser or program coordinator when their leave begins.
- (2) Their leave is limited to one year but may be renewed for up to one additional year with the approval of the Registrar.
- (3) They maintain current contact information with the Registrar's Office throughout the time of the leave.
- (4) They understand that this policy does not bind the College to offer their curricula or major programs, which may have been discontinued or substantially altered during their leave of absence.

A student who is on a leave of absence will be considered by any loan lender to be not enrolled in school and will receive notices regarding repayment on any loans. Further, students who begin a leave during a semester should consult the refund policy and discuss their financial obligations with the Student Business Services Office.

A student who does not enroll by the end of the leave of absence is considered to have voluntarily withdrawn from the College. In that case, formal request for readmission must be submitted to the Office of Admissions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received

Initials

Date of Leave Termination

Registrar's Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8224 ■ registrar@keystone.edu

Keystone College is committed to providing equal educational and employment opportunities without regard to an individual's sex, race, religion, national or ethnic origin, pregnancy, age, marital status, sexual orientation, disability, or status as a veteran. Keystone College's commitment is to provide an environment where all students and employees can work and study free from discrimination including sexual harassment, sexual violence and sexual assault. The College policy is in accordance with state and federal laws and executive orders including but not limited to: Title VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Visit [www.keystone.edu/title-ix](http://www.keystone.edu/title-ix) for additional information.