

APPLICATION FOR LEAVE OF ABSENCE

(Firmly PRINT: Last Name, First, Middle)

(Student ID Number)

(Class Year)

TO: DEAN OF THE COLLEGE OF _____

I respectfully request leave of absence status effective for the following semester:

Fall Semester, 20_____

Spring Semester, 20_____

Check if applicable:

Student Athlete

(Name of Sport)

International Student with F1 Visa

Reason for request:

Financial

Personal or Family Obligations

Time to Assess Academic and/or Future Plans

Other: _____
(Specify)

I understand and agree to the conditions outlined on the reverse of this application.

(Student Signature)

(Date)

(Campus Box)

(Address During Period of Leave)

(Cell Phone Number)

(E-mail Address During Period of Leave)

FOR OFFICE USE ONLY

By

Date

Dean of the College Approval: _____

Director of Financial Aid Approval: _____

Dean of Students Approval: _____

Leave Authorized, Registrar's Office: _____

Director of Immigration Services: _____

ADMINISTRATIVE POLICY

LEAVE OF ABSENCE

Students in good standing who wish to temporarily interrupt studies may apply to their college dean for a leave of absence, which will be granted under the following conditions:

- The student must intend to return to Bucknell after the leave of absence to complete degree requirements.
- Courses for the semester immediately preceding the effective date of the leave must be satisfactorily completed and the student identified as being in good standing. Where it is determined that the student is not in good standing by the college dean or Dean of Students, the leave of absence will be nullified and the student so notified by the Registrar.
- A leave of absence will be for one semester.
- A student on leave will not be carried on Bucknell rolls during the period of the leave.
- Requests for leave of absence will not be granted for medical, academic or disciplinary reasons.
- A student may be approved for only one leave of absence in any 12-month period. The 12-month period begins on the first day of the student's leave of absence.
- During a leave of absence, students are not permitted to take academic coursework. Any exception to this regulation would require prior permission of the dean of the college and in no case would more than two course credits be approved.
- An international student taking a leave of absence should meet with the Director of Immigration Services regarding their student visa status.
- When applicable, prior to granting the leave, the student will be counseled regarding the effects that student's failure to return from the leave of absence may have on repayment of the student's loans, including the depletion of some or all of the student's grace period.
- Official leave will be authorized by the Registrar upon approval of the dean of the student's college, the Director of Financial Aid and the Dean of Students.

A student on leave of absence will receive registration materials for the semester of expected return at the time they are distributed to students in residence. It is the student's responsibility to consult with and receive approval of their academic dean concerning course registration, by telephone, e-mail or mail if a personal conference is not feasible.

Arrangements for University housing (on or off campus) must be discussed directly with the Housing Services.

Students on an approved leave of absence who subsequently fail to return to Bucknell will be administratively withdrawn with an effective date reverting back to the last date of attendance at the University. In order to return to Bucknell, the student must contact their college dean for readmittance approval. If a student on an approved leave of absence decides to enroll full time at another institution, they must contact their college dean to initiate a withdrawal from Bucknell. In this case, if the student decides to return to Bucknell, they will be required to submit an application to the Dean of Admissions to return as a transfer student.

Applications for leave of absence will normally be submitted by August 1 for the fall semester and by January 1 for the spring semester. In no case will applications be accepted after the student has completed the first day of class for a given semester. Students not wishing to continue their coursework after completing the first day of class will be processed as a voluntary withdrawal.