

## Undergraduate Leave of Absence

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Each student is expected to complete the baccalaureate degree by attending Lehigh for four consecutive academic years. Once a student who has matriculated at Lehigh chooses to deviate from this attendance pattern, a revised degree plan, coordinated with his or her advisor and associate dean, must be submitted. Students must submit a request for a Leave of Absence through the Dean of Students. The form must be signed by the student's advisor and the associate dean of the college, and the completed form must be submitted prior to the start of any subsequent enrollment at another college or university.

Current Lehigh University students are prohibited from concurrent enrollment at any other college or university. Courses taken concurrently will not be eligible to apply towards a Lehigh degree. An exception is made for cross registration at another LVAIC institution.

Students cannot assume that a leave will be granted to study at another college or university (this policy does not apply for study abroad through the auspices of Lehigh Abroad or LVAIC programs). The program of study and reason for the leave must be approved by the SOS committee.

If unapproved leaves are taken, students are declared as non-returning and must apply for readmission through the Dean of Students if they wish to re-enroll. Courses taken at another college or university while on an unapproved leave will not be permitted to transfer toward a Lehigh University baccalaureate degree.

In addition, students taking an unauthorized leave of absence must be aware that their eligibility for student aid is jeopardized.

Any student who is uncertain about attending a future fall or spring term at Lehigh University is urged to discuss the matter with the Dean of Students Office prior to taking any action to withdraw or attend another college or university.

Students may take courses at another institution during a summer term without requesting an academic leave of absence. They should check with the Office of the Registrar for limitations and processes for transfer course approval prior to taking the courses.