

# Request for Leave of Absence

*{Please print}*

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

**OFFICE OF THE REGISTRAR  
PALMER THEOLOGICAL SEMINARY  
588 N. GULPH RD.  
KING OF PRUSSIA, PA 19406**

Dear Registrar:

Please place my student records on the **Leave of Absence status effective** \_\_\_\_\_  
due to the following reason(s): (semester/year)

\_\_\_\_\_ Medical (*attach/forward doctor's note*)

\_\_\_\_\_ Family Emergency

\_\_\_\_\_ Required Jury Duty

\_\_\_\_\_ Military Service

***Students seeking a leave for reasons other than those listed above should request to be placed on Inactive Status and will instead need to complete the Inactive Status Notification form.***

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I plan to resume my studies at Palmer Seminary in \_\_\_\_\_ (semester and year).

I understand that if I remain on Leave of Absence status for longer than 180 days in a twelve-month period, my status will be recategorized as 'Inactive Status,' with the original application date at the top of the form becoming the start date of Inactive Status. I also understand that it is my responsibility to notify the Registrar's Office if there is any change in my contact information – address, telephone number, or e-mail.

Thank you,

[Student Signature]

Copies to: Student, Academic Advisor, Student Aid Office, Business Office

RO 8/31/2012

### ***Leave of Absence (LOA) Policy***

The Seminary will consider Leave of Absence (LOA) requests from students required to serve jury duty, for military reasons, and for circumstances related to the Family and Emergency Leave Act of 1993 including medical issues. If a student is seeking leave for reasons other than these, then the student should pursue Inactive Status; see information under the Inactive Status policy above.

The student must submit a written, signed request for the LOA that includes the reason for the request, any appropriate documentation, and the anticipated end date for the LOA. A leave cannot exceed 180 days in a twelve-month period.

Students on an approved Leave of Absence must submit an Intent to Resume Studies form and register for the semester indicated by their anticipated return date on the Leave of Absence request. If the student does not return on the expected date, then the student's status will be reclassified as inactive as of the date of the original request.

Students who have requested and been granted a Leave of Absence for personal medical reasons must have their attending physician submit written verification that the student is capable of resuming seminary studies before the student will be permitted to return to studies. Without the attending physician's certification, work completed during a medical leave of absence will not be accepted or evaluated. In addition, while on medical leave of any kind, the student may not contact instructors regarding coursework.

Leaves of Absence may be brief, prolonged, or long-term.

In cases of brief leave, the student is able to return to seminary studies before the final day of class during the semester in which the leave began. In such cases, the student may be granted permission to complete the course work at a later date. Normally, an extension would be granted for this purpose.

In cases of prolonged leave, the student is not able to return by the final day of class during the semester in which leave began. Normally, at the discretion of the instructor, all unfinished work from previous courses must be completed by mid-term of the semester in which the student re-enters academic life.

In cases of long-term leave, the student is unable to resume studies for at least one year. In such cases, the student's status will revert to inactive once the leave exceeds the 180 day limit in a twelve-month period as noted above. Should the student seek to return within the six-semester timeframe outlined above, the Review and Guidance Committee will monitor the case if necessary and make judgments as to course completion, in consultation with the student and course professors.