

Inactive Status Notification

{Please print}

STUDENT NAME: _____

ADDRESS: _____

DATE: _____

**OFFICE OF THE REGISTRAR
 PALMER THEOLOGICAL SEMINARY
 588 NORTH GULPH ROAD
 KING OF PRUSSIA, PA 19406**

Dear Registrar:

Please place my student records on the **Inactive Status effective** _____ due to the following reason(s) (indicate below or attach letter): (semester/year)

{Check one}

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

_____ I am uncertain at this time when I will resume my studies at Palmer Seminary, and will notify you later.

I have read and understand the Seminary’s Inactive Status policy. I understand that Inactive Status suspends all of my rights and privileges as a Seminary student, with the exception of access to the Seminary library. 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]

Inactive Status Policy

If a student in good standing cannot enroll in at least one course, he/she must request to be placed on inactive status. The request must be made in writing to the Registrar's Office. All inactive status requests are documented and monitored by the Registrar's Office.

1. Inactive status may be requested for personal, family, career, or other reasons. (Students needing to suspend studies for jury duty, military service, or medical or family emergency reasons should first consider requesting a leave of absence; consult the 'Leave of Absence' policy on page 41.)
2. A written request to be placed on inactive status should be submitted at the time of pre-registration, but no later than the first day of class at the beginning of the semester/term for which inactive status is requested. Inactive status forms are available outside the Registrar's Office or online at the Seminary website.
3. If a student requests to be placed on inactive status, the student must remain on inactive status for at least one semester. A student may remain on inactive status for no longer than five consecutive semesters, after which point the student will be considered withdrawn from her/his degree program. (See point 7 below.) A \$50 return to studies fee will be charged upon re-enrollment in Seminary coursework, except in the case of a medical or family emergency situation.
4. A student on inactive status relinquishes all rights and privileges as a degree student at the Seminary, with the exception of use of the Seminary library, for the duration that they remain on inactive status. This includes, but is not limited to, the following:
 - Housing on the Seminary campus
 - Access to the computer lab
 - Receipt of financial aid (loans and/or scholarships)
 - Verification of enrollment by the Registrar's Office. (Note that lending agencies may require students who go on inactive status to begin or continue repayment of any loans for which deferment was granted due to their studies.)
5. These policies and procedures also apply to a student who drops or withdraws from all course work after the beginning of a semester.
6. A student on inactive status is expected to re-enroll during registration for the term subsequent to the expiration date of inactive status, or, at that time, submit an Intent to Resume Studies form to the Registrar's Office, specifying her or his plans for subsequent terms. Intent to Resume Studies forms are available in the Registrar's Office or online at the Seminary website.
7. A student on inactive status for six consecutive semesters will be considered withdrawn from their degree program. In order to return to studies, they must apply for readmission to their degree program through the Admissions Office. Individuals who are re-admitted in this manner are then responsible for meeting the degree requirements in effect at the time of re-admission.
8. A student who fails to submit a timely, written request is still subject to all conditions listed above, and may additionally have transcripts, grades, and/or refunds withheld until the appropriate request is submitted.