

Effective: October 1997

**Academic Policy: Undergraduate Studies
LEAVE of ABSENCE**

Approved: October 1997
Reviewed: June 4, 2007
Deans' Council, Faculty Senate

Students who wish to interrupt their studies at Millersville for up to two (2) consecutive semesters may request a leave of absence. This allows them to register for courses upon their return without applying for readmission. To be eligible for a leave of absence, a student must be enrolled in degree status and have a minimum cumulative GPA of 2.00.

To request a leave of absence, students must complete and submit an official Leave of Absence Form, available from the Registrar's Office or on the MU website in the Student Forms Center. The Registrar's Office has available information on the effects of a leave of absence on refunds, financial aid, housing, insurance and veterans' benefits status.

Students who take a leave of absence to study at another institution during the fall or spring semester should also complete an Authorization for Transfer of Credit form, available from the Registrar's Office or on the web.

A leave of absence is cancelled and the student considered withdrawn if the student fails to return by the established ending time or is dismissed by the University.