MARYWOOD UNIVERSITY

POLICIES AND PROCEDURES

LEAVE OF ABSENCE FOR UNDERGRADUATE STUDENTS POLICY

Policy Statement:

Matriculating students who will not be registered at Marywood during a given semester (fall/spring) must apply for a leave of absence. A student may apply for a leave of absence at any time during the semester; however, the semester deadline for dropping courses applies (see the Academic Calendar for specific dates). If a student applies for a leave of absence after the *final day to withdraw from classes*, the leave will not begin until the end of that semester. The student is ineligible to petition their faculty for an Incomplete (I) grade.

This includes:

1. students who officially withdraw from courses but plan to resume their education at Marywood within one semester (fall/spring);
2. students who for any other reason will not be registered at the University for the following semester (fall/spring).

This policy does not apply to students who are experiencing health concerns which limit their ability to function successfully or safely in their role as students. Please reference the Medical Leave of Absence Policy which governs such situations.

Upon approval of the leave, the student will be assigned a deadline by which they must register for classes. A student who does not register for classes by the end of the leave of absence will be administratively withdrawn from the University and will have to apply for readmission by contacting the University Admissions Office.

A leave of absence is approved for one semester at a time. If, at the end of the approved leave of absence the student is unable to return, they may apply for an extension for one additional semester.

International students in F-1 status should consult the University Registrar in their role as the Designated School Official (DSO) prior to requesting a leave of absence to discuss how the leave may affect their nonimmigrant status and to avoid the potential loss of said status.

While on a leave of absence, students are not permitted to take any coursework at Marywood University or any other institution.

Procedures:

Application for Leave of Absence
A student who wishes to apply for a leave of absence must complete the ***Undergraduate Leave of Absence Form*** available on the Marywood website. Upon submission of the form by the student, the appropriate Academic Dean and the Director/Chairperson of the student's department will be notified of the request. The form will be sent to the Financial Aid Office and the student will be contacted by a representative of that office who will outline the student's rights and responsibilities as they pertain to financial aid. Upon completion of financial aid counseling, the form will be sent to the Academic Success Office. A representative of that office will contact the student to discuss the leave of absence request before final approval. *If the student does not engage in dialogue with the Financial Aid Office or the Academic Success Office, the leave of absence request will be cancelled and the student will be administratively withdrawn from the University.*

The University will make every reasonable effort to complete the leave of absence approval process within five (5) business days of student submission of the form.

Upon final approval, the completed form will be sent to the University Registrar who will place the student on an official leave of absence for the time specified on the form.

Application for an Extension of a Current Leave of Absence
A student who wishes to apply for an extension of a currently approved leave of absence must complete the Undergraduate Extension of Leave of Absence form available on the Marywood website. Upon submission by the student of an application for extension, the form will be sent to the Academic Success Office. A representative of that office will contact the student to discuss the leave of absence extension request before final approval. Upon final approval, the completed form will be sent to the University Registrar who will update the student's account to reflect the assigned deadline by which they must register for classes.

Returning from an Approved Leave of Absence
A student who wishes to return to Marywood from an approved leave of absence must complete the ***Undergraduate Reactivation Form*** available on the Marywood website. Upon submission, the request will be reviewed by the appropriate Academic Dean. If approved, the form will be sent to the Student Accounts Office for review. A representative of that office may contact the student to discuss any outstanding financial obligation to the University. Upon completion of student financial counseling, the form will be sent to the Academic Success Office. A representative of that office will contact the student to discuss their return to the University before final approval is granted.

Once approved, the completed form will be sent to the University Registrar who will end the official leave of absence period. The Academic Success Office will provide counsel to the student regarding class registration and will facilitate contact between the student and their academic advisor, as necessary.

Voluntary Withdrawal
A student who does not enroll by the end of the approved leave of absence is considered to have voluntarily withdrawn from the University. If the student chooses to return to the University once they are voluntarily withdrawn, they must reapply via University Admissions.

Effective Date of Policy: August 24, 2026

Related University Policies:
Medical Leave of Absence Policy

Related University Standing Committees:

History:
2026-10-29 – The President of the University established this policy upon the recommendation of Academic Council made at their April 8th, 2026 meeting.