

Purpose: To track the student's enrollment at PA College.

1. A student may request a Leave of Absence (LOA) from PA College at any time. Prior to taking an LOA, the student should schedule a meeting with their faculty advisor or Program Director. The student must complete the *Leave of Absence or Withdrawal from the College* form, available online.
2. All students active in a program of study must be registered for the current term or on an LOA or the student will be administratively withdrawn from the College.
3. If a student withdraws from all courses within a term, the student must take an LOA for the remainder of the term and inform the College of the planned return date or the student will be administratively withdrawn from the College.
4. An LOA may not exceed one year. If a student does not return from an LOA, the student will be administratively withdrawn from the College. A student on an LOA is an active student and will have account access which includes registration for future terms beyond the LOA.
5. A student on an LOA may have financial consequences such as being required to begin student loan repayment or use any grace period deferral available to borrowers.

Audience:	Students, Advisors
Date Issued:	01/19/04
Date Approved by Faculty:	01/19/04, 11/27/07
Date Revised:	01/09/07, 05/21/08, 06/15/09, 05/23/11, 01/23/12, 11/25/13, 04/25/16, 05/16/16, 03/27/17, 02/26/18
Date Reviewed:	01/09/07, 05/21/08, 06/15/09, 05/23/11, 01/23/12, 02/25/13, 11/25/13, 02/23/15, 03/28/16, 04/25/16, 05/16/16, 03/27/17, 02/26/18
Owner:	Registrar