

Purpose

To track the student’s enrollment at PA College.

Policy Detail

1. A student may request a Leave of Absence (LOA) from PA College at any time. Prior to requesting a LOA, the student is strongly encouraged to contact their Academic Advisor or Program Director for advisement of Leave of Absence implications and assistance completing their [Leave of Absence or Withdrawal from the College Form](#) (available on the My PA College Portal).
2. All students active in a program of study must have a registration record for the current term, or be currently on LOA, otherwise the student will be administratively withdrawn from the College.
3. If a student withdraws from all courses within a term and is not continuing into the next term, not including summer terms, the student must take an LOA and inform the College of the planned return date or the student will be administratively withdrawn from the College.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 If a student does not return from an LOA, the student will be administratively withdrawn from the College.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. Refer to [Policy 10.7.1 Billing Withdrawal Refund](#) for further information.

References:

- [Leave of Absence or Withdrawal from the College Form](#)
- [Policy 10.7.1 Billing Withdrawal Refund](#)

Audience:	Students, Advisors
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