

LEAVE OF ABSENCE

If a student in good standing has reason to believe that enrollment in a minimum of one course is impossible; he/she needs to secure a Leave of Absence. This request should be in the form of a letter and forwarded to the Registrar's Office.

1. Reasons for Leave of Absence may be personal, family, career or other pertinent reasons.
2. A written request for a Leave of Absence should be submitted at the time of registration, or the beginning of the semester for which the leave is being requested. In any case, the request should be submitted no later than the end of the drop period of that semester. Penalty fees will be assessed after that period.
3. The duration of a leave is usually the balance of the then current academic year, with the option of renewal. Its parameters are a minimum of one semester and a maximum of six. Student will be charged a re-entry fee of **\$50.00** upon return, except in the case of a medical leave. The student must supply a doctor's note in the case of a medical leave.
4. A student on leave relinquishes all rights and privileges as a degree student at the seminary (except for the use of the library) for the duration of the leave.
5. These policies and procedures also apply to a student who withdraws from all course work after the beginning of a semester.
6. A student on leave is expected to re-enroll during registration for the term subsequent to the expiration date of the leave or, at that time, submit a written letter of intent to the Registrar's Office, specifying his or her plans for subsequent terms. Receiving registration materials from the Registrar's Office shall serve as the reminder of this obligation.
7. A student on leave for more than three years (6 consecutive semesters) may be readmitted but will be required to apply for re-admission.

Office of the Registrar
Palmer Theological Seminary
6 E. Lancaster Avenue
Wynnewood, PA 19096