

## LEAVE OF ABSENCE REQUEST FORM

*To request a Leave of Absence, please fill out the following information, obtain your Department Chair's approval signature and return to the Office of Student Services (110 Meyerson Hall). Note: dual degree students need approval signatures from both Department Chairs. Please see the full policy on the back of this form.*

**Student Information** *(please print clearly)*

<b>Date:</b>	<b>Term:</b>
<b>Full Name:</b>	<b>PennID:</b>
<b>Program(s):</b>	
<b>Design Email Address:</b>	<b>Phone:</b>
<b>Personal Email Address:</b>	
<b>International Students Only:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>I've completed the leave process with International Student and Scholar Services (<a href="http://global.upenn.edu/iss/absence">http://global.upenn.edu/iss/absence</a>).</i>	
<b>Length of Leave Requested:</b> <input type="checkbox"/> One term <input type="checkbox"/> Two terms	
<b>Reason for Leave of Absence:</b> <input type="checkbox"/> Personal <input type="checkbox"/> Medical (attach supporting documentation)	
<p>If leave reason is personal, please select one of the options below, please note this is for data collection only:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Employment and/or Internship Opportunity</li> <li><input type="radio"/> Financial</li> <li><input type="radio"/> Military Service</li> <li><input type="radio"/> Other <i>(no additional information is required)</i></li> </ul>	

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Student Signature

Date

**Approvals:**

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Department Chair Signature

Date

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Registrar Signature

Date

### **Weitzman School of Design Student Handbook: Leave of Absence**

Students wishing to take a leave of absence must complete the [Request for Leave of Absence form](#). The form is available [online](#) or in 110 Meyerson Hall. The request should include the reason for the leave and planned date of return. The form must be approved by the student's department chair. Dual degree students need approval from both departments to request a leave of absence. Students are strongly encouraged to meet with their department chair to discuss their leave request prior to submitting paperwork. The completed and approved form is submitted to the Weitzman School of Design Office of Student Services for processing. If applicable, the student's bill will be adjusted. Students will receive confirmation that their approved leave request has been processed by e-mail.

Discontinuance of study without permission from the University does not constitute a leave of absence. If students request a leave after the beginning of the semester, normal drop and withdrawal deadlines apply. Students who are requesting a leave of absence for medical reasons will be required to provide documentation from their treating clinician. Leave of absences may be granted for up to one year. Requests for extension of the leave are handled on a case-by-case basis by the department chair and the Registrar. There are two categories of leaves:

**Personal** – students deciding to leave the University for employment or internship opportunities, military service or to pursue other personal goals.

**Medical** – students with a medical situation that will temporarily interfere with their studies. Students requesting a leave of absence for medical reasons must provide documentation by their treating clinician at the time of the leave request. The supporting documentation should not reveal any details regarding the student's condition. The documentation should simply support a leave of absence. Students on an approved medical leave of absence cannot be required to work on deficient coursework during their leave period.

Students who are granted a leave of absence cannot earn credit for courses given by another institution while on leave.

Any student on a leave of absence who wishes to retain access to Penn's facilities (in particular, the library) must pay a fee per term of absence. This fee is added to the student account by the Weitzman School of Design Registrar. Students who are interested in this option should contact the Weitzman School of Design Office of Student Services ([des-studentservices@design.upenn.edu](mailto:des-studentservices@design.upenn.edu)). Please note that students may NOT maintain studio space while on leave.

Students with health insurance plans through the University are strongly encouraged to consult with Student Health Services (<http://www.vpul.upenn.edu/shs/>) prior to requesting a leave to answer questions regarding coverage, policies and procedures during your leave. If the student has a private insurance plan, please check with your provider regarding health coverage during your leave. Some insurance providers discontinue coverage if a student is not enrolled full-time at a college or university.

International students should consult with International Student and Scholar Services (<http://global.upenn.edu/iss>) prior to submitting leave of absence paperwork.

Students are strongly encouraged to review the Leave of Absence/Withdrawal checklist available through the Student Financial Services web page. To access the checklist, please follow the links provided at [www.sfs.upenn.edu](http://www.sfs.upenn.edu). Click on "Special Policies" in the right hand frame of the SFS web site and then on "Leave of Absence/Withdrawal Policy."

To return from a leave of absence, the student must submit their return request to the Weitzman School of Design Office of Student Services ([des-studentservices@design.upenn.edu](mailto:des-studentservices@design.upenn.edu)). The Registrar will activate the student's record and provide the student with the relevant details regarding returning to Weitzman School of Design. When the student returns, they will hold the same academic standing (for example, probation) as prior to their leave.

Students who have been granted a **medical** leave of absence must also provide evidence from their treating clinician that they are ready to resume their studies and rejoin the campus community.

Failure to return from a leave of absence or apply for an extension will result in the student's withdraw from Weitzman School of Design for inactivity. Students who are withdrawn from Weitzman School of Design for inactivity are not eligible

