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Effective Date: October, 2017

Last Updated: May, 2022

Responsible Officer: Vice President of Academic Affairs

Policy Contact: Registrar

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## **POLICY STATEMENT**

### **Leave of Absence**

A leave of absence from the University of Valley Forge may be granted to students for reasons other than academic difficulties for up to one full year after the end of the semester in progress. Students who do not intend to return in a subsequent semester must file for a Leave of Absence in order to remain classified as an “active” student. The leave requires approval by the academic advisor and the Office of the Registrar, and begins after the end of the semester in progress. Students requesting a leave of absence need to complete the Leave of Absence Form available on the Registration page of My.ValleyForge. The student must indicate his/her intended date of return to the University on the form. If the student does not return to the University on or before the appropriate date, he/she will be considered as having withdrawn from the University.

A student returning from a Leave of Absence MUST meet all requirements in place at the time of the approved leave of absence as long as the student returns within two academic semesters. Students taking a Leave of Absence who have received loans should consult the Financial Services Office for information about loan repayment obligations. Filing for a Leave of Absence does not preclude suspension or dismissal at the conclusion of a semester.

Students will return from the leave of absence with the same academic status attained in the term prior to the leave. Students who were placed on probation at the time they took a leave of absence will, upon their return, continue to be on probation, and will be required to meet the conditions set by the University while they are on probation.

### **Medical Leave of Absence or Medical Withdrawals**

A student who must interrupt study temporarily because of physical or psychological illness may request a Medical Leave or Withdrawal from the Vice President of Academic Affairs (VPAA). In addition to submission of the Leave of Absence Form, the medical or mental health professional who has been providing treatment to the student will, with the student’s written consent, confirm in writing that a Medical Leave is warranted due to the student’s health problem. Supporting medical documentation must be dated within 30 days of the request of Leave of Absence.

Students returning from a leave taken due to medical reasons will be required to submit evidence they are ready to resume their studies and rejoin the campus community.

## **Course Withdrawals**

A student that submits a Leave of Absence Form for medical reasons, indicating that the leave will start during an already in progress term and before the course withdrawal deadline, will receive a grade of “W” for each course. If it is past the withdrawal deadline, the student will receive an earned grade for the course.

## **Military Leave of Absence**

A student who must interrupt studies because of a military service obligation may request a Military Leave of Absence to commence after the end of the semester in progress. In addition to the Leave of Absence form, the student must submit a copy of the military service orders. If the student is the spouse of the service member, s/he must also submit proof of dependency on the service member. The student should provide written notice to the University of Valley Forge Registrar’s Office to confirm when s/he is returning to the University after the military obligation is completed.

## **Tuition & Fees**

Please refer to the University of Valley Forge Refund Policy in the University of Valley Forge Catalog.

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## **CONTACT INFORMATION**

### **FINANCIAL SERVICES OFFICE**

610.935.1475

financialservices@valleyforge.edu

### **REGISTRAR’S OFFICE**

610.935.1424

registrar@valleyforge.edu