

VILLANOVA UNIVERSITY
Request for Non-Medical Leave of Absence (LOA) Form

General Information

Villanova recognizes that it is sometimes necessary for students to interrupt their enrollment for a period of time and take a leave of absence. Students may take a non-medical leave for a variety of reasons including, for example, to attend to academic, personal, or financial matters.

(For medical leaves, please complete the Request for Medical Leave of Absence (MLOA) Form).

Requesting a Leave of Absence

To request a LOA, a student shall:

1. Complete this LOA Request Form and submit it to the Dean's office of the student's academic college or the Dean of Students office, or their designee; and
2. Meet with the appropriate Dean or their designee who is reviewing the leave request.

The student must provide a written explanation of the reason for requesting a LOA, including, where appropriate, documentation to support the request. If the University finds good cause, a leave may be granted. Because every student's situation is different, the terms of a leave will be determined individually, including the duration of leave, any restrictions from living in residence halls or coming on campus or attending University events, and any conditions for the student's eligibility to return to campus following the leave.

Returning from a Leave of Absence

To return from a LOA, the student must:

1. Provide written notice of the student's intent to return to the Dean's office that granted the leave, by July 1 for Fall semester, April 1 for Summer semester, or December 1 for Spring semester; and
2. Demonstrate that the student has met any conditions or requirements that were specified for the student's return to the campus community.

LOA Acknowledgement

In requesting a LOA, I acknowledge the following:

1. I have read and understand Villanova University's Student Leave of Absence Policy. (The full policy can be found in the student handbook).

2. The University's Transfer Credit Policy provides: "Normally, Villanova will not pre-approve courses, or transfer credits back to Villanova, for students who will be on a University leave of absence when they enroll in such courses," and while on a LOA, a student may not normally take courses offered by Villanova University (including distant learning courses) unless the circumstances warrant otherwise as determined by the student's academic Dean's office.
3. I should consult, as needed, with the Office of Financial Assistance.

Request for a Leave of Absence

I request a LOA for the following reason (please explain briefly in the space provided):

Academic Research or Internship
 Personal
 Financial
 Military
 Other _____

Duration of requested leave: From (date) _____ to (date) _____

(Note: The minimum duration of a leave must be for the remainder of the semester in which it is requested or one semester)

I have read the information above and have asked for any needed clarification and explanation. I accept these conditions and deadlines as part of my responsibilities in taking a leave of absence from Villanova University. I agree to abide by these conditions, and I request that I be granted a leave of absence for the reasons stated above. I understand that my signing this form does not guarantee that I will receive a LOA from Villanova University.

Name of Applicant:

Signature of Applicant:

Banner ID#:

College:

Date:

Cell Phone (or other number) where we may call and leave a message for you:

International Students Only

I have consulted with the International Students Services Office Yes _____ No _____