Leave of Absence, Inactive Status, and Withdrawal by Default

A leave of absence is available to students on a temporary basis for health or personal reasons or to consider vocational options. Normally, the total length of a leave of absence will not exceed two semesters.

Students considering a leave should discuss their circumstances with their faculty advisor. Students requesting a leave must complete a Leave of Absence Request form available from the Registrar's Office and obtain the signatures of faculty advisor and the Dean. If the Leave of Absence takes place during the academic term, the student will receive W's for all current courses, pending approval of the professors. The student may resume studies upon the expiration of the requested Leave of Absence or earlier by registering for the next term.

First-level degree students (MDiv, MAMS, MAR) are expected to make progress toward the degree with a minimum of 1.5 credits per semester. STM students are expected to make progress toward the degree with a minimum of 3 credits per academic year. An exception is granted to STM students completing a full-time internship. Courses taken at LTSG or courses taken at other institutions and transferred into the degree at LTSG demonstrate such progress.

First-level degree students who do not enroll for at least 1.5 credits in a semester or STM students who do not enroll for at least 3 credits in an academic year and who have not requested a Leave of Absence by the close of the drop/add period will be classified as Inactive. If the student does not enroll or request a Leave of Absence the next semester, the student will be withdrawn from student status and the seminary by default. This will be noted on the seminary's reporting and on the transcript as "withdrawal by default."

Students whose status is withdrawal by default and who wish to continue their studies at a later date will need to reapply through the Admissions committee. Reapplication should include a plan to complete the degree in a timely manner. Students who are readmitted are subject to the graduation requirements in the catalog in effect at the time of readmission.

Student deferment for Federal Stafford Loans is no longer in effect when a student is enrolled for less than 6 credits, goes on Leave of Absence, or has student status terminated by withdrawal by default. In such cases, loans will go into repayment. Contact the Director of Financial Aid for specific information.

LUTHERAN THEOLOGICAL SEMINARY AT GETTYSBURG
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REQUEST FOR LEAVE OF ABSENCE

Name: _____ **SSN:** XXX-XX- _____ (final 4 digits only)

Degree program: _____ **Year in Program:** _____

Address during Leave of Absence: _____

_____

Phone: _____ **Email:** _____

Timing of Requested Leave: _____ of _____
semester(s) year

Normally a leave of absence is granted for no more than two consecutive semesters.

Timing of Resumption of Studies: _____ of _____
semester year

If studies are not resumed, the student will be withdrawn by default from the seminary.

Brief Explanation of Reason for Requested Leave:

Signatures: _____ _____
Student Date

_____ _____ _____ _____
Faculty Advisor Date Dean Date

PLEASE NOTE: Leave of Absence will result in the loss of student deferment of loans. The student deferment will be restored upon resumption of courses that total at least 6 credits. Questions regarding student loan status should be directed to the director of financial aid.

Office Use Only:

Recording of LOA: Blackbaud, Financial Aid, Housing, Business Office, Library, Devel Office

Resolution of LOA: