

# STOCKTON UNIVERSITY



## PROCEDURE

### Leave of Absence / Withdrawal from University Procedure

Procedure Administrator: Vice Provost

Authority:

Effective Date: December 2, 1975; February 24, 1977; November 18, 1977; June 23, 2010;  
July 8, 2014

Index Cross-References: Policy II-12: Student – Admission Categories; Policy II-17: Academic  
Progress, Dismissal and Reinstatement Policy

Procedure File Number: 2020

Approved By: Herman J. Saatkamp, Jr., President

#### I. PURPOSE

To provide for an orderly withdrawal of students from the University.

#### II. LEAVE OF ABSENCE/READMISSION

Students who wish to interrupt their education for one or more terms must apply for a Leave of Absence through the Office of the Registrar. Students who leave Stockton without obtaining an official Leave of Absence for more than one normal academic term must reapply for admission if they decide to return. A Leave of Absence permits a student to reenter Stockton at the end of the specified period without reapplying to the University.

Students who do not return to Stockton at the specified time must reapply if they wish to return to Stockton. Normally, a Leave of Absence is for one year. However, a Leave of Absence can be extended annually for a period of up to five years. A student who wishes to extend the Leave of Absence must contact the Office of the Registrar in writing before the Leave expires. Students returning from a Leave of Absence should notify the Office of the Registrar at least two weeks before the date of registration for the term in which they wish to return.

Once a student has matriculated at Stockton, credits from other institutions may only be awarded if specific written permission is granted prior to registration for the courses. This provision also applies to matriculated students who are on a Leave of Absence.

A matriculated student who does not attend Stockton University for two consecutive terms, and is not on an official Leave of Absence, forfeits his/her status as a matriculated student. The student must reapply to the University through the Office of Admissions and, if readmitted, is subject to the academic requirements for graduation at the time of readmission. International students should contact the Office of the Registrar before submitting a Leave of Absence. International students must maintain academic progress as outlined in the SEVIS regulations.

### III. WITHDRAWAL FROM THE UNIVERSITY

Students who do not expect to continue at Stockton should immediately complete a formal statement of withdrawal through the Office of the Registrar. This will become a part of the student's official record and will serve to establish the circumstances of the withdrawal. Students must also notify all appropriate offices of their withdrawal (i.e., Housing, Financial Aid, Bursar, etc.) and clear any obligations, financial or otherwise.

A student who wishes to return to Stockton after leaving the University must apply for readmission. If the student is readmitted, a new matriculation term will be established and the student will be subject to the academic requirements for graduation at the time of readmission. Students who did not attend another institution during their absence must apply for rematriculation through the Office of the Registrar. Students who attended another institution during their absence must formally reapply to the University through the Office of Admissions.

*Withdrawal from the University is not the same as withdrawal from a course.*

#### Approval History:

	Date
Faculty Senate	5/29/14
Provost Council	5/16/04
Provost	6/4/14
President	7/8/14