

William Paterson University Policy

Leave of Absence and Withdrawal Policy

SUBJECT:	University Policy	TITLE:	Leave of Absence and Withdrawal Policy		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University X	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Enrollment Management and Student Success		Responsible Office:	Office of the Registrar	
CODING:		ADOPTED:		AMENDED:	
			LAST REVIEWED: NA		

I. PURPOSE

The purpose of this policy is to outline the William Paterson University’s Course Withdrawal, Complete Withdrawal, and Leave of Absence Policy.

II. ACCOUNTABILITY

The Office of the Registrar in consultation with the Dean of Students is responsible for the enforcement of this policy.

III. DEFINITION(S)

1. **Withdrawal**

An **official course withdrawal** refers to an action taken by a student to withdraw from a course after program adjustment for one or more credits. The course grade for this action results in a “W” on their transcript. There are three types of withdrawals:

- a. **Partial Withdrawal:** The student withdraws from one or more courses but remains enrolled in at least one for the term.
- b. **Term/Session Withdrawal (Complete withdrawal during a term/session):** The student withdraws from all courses registered for a term.
- c. **University Withdrawal:** Students who wish to separate completely from the University.

2. Leave of Absence

There are two types of leaves of absence:

- a. **Military Leave of Absence (MLOA):** Students whose military obligations make it difficult or impossible for them to be successful in their academic program. For purposes of granting a MLOA, a military obligation is defined as (a) deployment, (b) mobilization leading to deployment, or (c) attendance at a military school or college.
- b. **Medical / Mental Health Leave of Absence:** Students who must interrupt their studies temporarily due to physical or psychological conditions.

IV. POLICY

1. Withdrawal Policy

- a. **Course Withdrawal:** Students are permitted to withdraw from one or more classes within the published semester timeline available on the [semester calendar](#). A grade of 'W' is posted on the transcript. A 'W' does not count in the grade point average but does count towards attempted credits.
- b. **Term/Session Withdrawal:** Students who are currently registered for a term and withdraw from their full course load may return the following term/semester without taking further action. A grade of 'W' will be posted for all courses for that term.
- c. Students who do not return the following term/semester may return within two years of withdrawing by consulting with an advisor.
- d. **University Withdrawal:** Students who wish to withdraw from the university with no intent to return must request a university withdrawal.
- e. **Responsibilities:** If a student decides to return to William Paterson University after taking a University withdrawal that is longer than two years, they will need to complete the necessary paperwork for readmissions through the admissions office.
- f. **Enforcement:** Refunds after the published deadline **WILL NOT** be considered under any circumstances.

2. Leave of Absence Policy

- a. Leave of Absence must be requested prior to the start of the term. See the semester calendar for specific start dates: [semester calendar](#).
- b. Students who receive federal Direct Loans will need to return before the end of the 180 day leave of absence time limit. Failure to return before the end of the 180 days will be considered a withdrawal for financial aid purposes related to reporting to the clearinghouse by the Office of the Registrar.
- c. Leave of Absence may not exceed two years for enrollment purposes.

- d. To be eligible for a leave of absence students must be in good academic standing. Unless an exception is made by the Dean of Students continuing students must have an overall GPA of 2.00 or better. (New first-semester students are considered in good academic standing upon admission.)
- e. Responsibilities: When a student on LOA is ready to enroll in courses, they must meet with an advisor in the Advisement Center to receive guidance on appropriate courses and the process for re-enrollment.
- f. Enforcement: Students who fail to return from the approved leave of absence will be considered a complete withdrawal and will be required to re-apply to the University after a period of two years.
- g. The Registrar will reflect all students who qualify for military or medical LOA as a withdrawal through the national clearinghouse at the time they get approved prior to the beginning of the semester. When the student returns (before 180 days), it will be changed to a Leave of Absence in the clearinghouse.

v. **PROCEDURE**

When a student registers in the fall or spring and they are approved for a LOA prior to the start of the semester, the student will be reflected as a withdrawal for the semester both on our Banner records and with the Clearinghouse.

When the student returns at the start of the next semester, they will be reinstated as a LOA for the previous semester in Banner and the Clearing house if it is less than the 180-day maximum for financial aid purposes.

To request a complete withdrawal or apply for a leave of absence, you MUST go to [WPCONNECT](#) at the student services tab and file the necessary information.

By Direction of the Vice President for Enrollment Management

Date: 05/23/22