COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
August 14, 2003

SUBJECT: Private Licensed Schools Memorandum #59

TO: Chief Executive Officers/Directors
Licensed/Registered Private Schools

FROM: Patricia Landis, Chief,
Division of Private Licensed Schools

LEAVE OF ABSENCE

Recent changes in federal regulations have precipitated a change in Board policy regarding leave of absence. The information in this memo replaces Memorandum #58.

THE INFORMATION IN THIS MEMORANDUM APPLIES TO RESIDENT PROGRAMS ONLY. IT DOES NOT APPLY TO CORRESPONDENCE OR DISTANCE EDUCATION.

Approved leave of absence: A school does not have to treat a leave of absence as a withdrawal if it is an approved leave of absence. A leave of absence is an approved leave of absence if--

(i) The school has a formal, published policy regarding leaves of absence;
(ii) The student followed the institution's policy in requesting the leave of absence and submits a signed, dated request with the reasons for the leave of absence;
(iii) The school determines that there is a reasonable expectation that the student will return to the school;
(iv) The school approved the student's request in accordance with the published policy;
(v) The leave of absence does not involve additional charges by the school;
(vi) The leave of absence does not exceed 180 days in any 12-month period;
(vii) Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence;

If a student does not resume attendance at the institution on or before the end of an approved leave of absence, the institution must treat the student as a withdrawal.