

# LEAVE OF ABSENCE - ACADEMIC

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This leave type is meant for students pursuing academic endeavors at another institution. Prior approval is required to ensure academic credits transfer back to Pace correctly. This includes taking courses or conducting research at a different institution. If the student completed coursework at another institution, official transcripts should be submitted to Pace when applying for Resumption of Studies to complete the student's academic record.

An LOA is not required for students taking summer courses at another institution but students will need pre-approval of courses taken away from Pace. Most study abroad programs do not require a leave of absence, however, it is important to check with your major department and the Study Abroad office prior to committing to any study abroad program. Please see the permission to enroll in another institution policy (<https://catalog.pace.edu/undergraduate/academic/academic-policies-general-regulations/courses/permission-enroll-course-another-institution/>) for more information.