



CALIFORNIA STATE UNIVERSITY
FULLERTON

Graduate Studies

McCarthy Hall, Room 112

(657) 278-2618/ FAX (657) 278-7590

LEAVE OF ABSENCE GRADUATE AND CREDENTIAL STUDENTS

Policy & Procedures

Continuous enrollment is a normal expectation of graduate degree and credential students. Graduate degree or credential students may be granted a leave of absence (LOA) to maintain continuous enrollment. An LOA is normally not granted for more than one semester; however, a student may submit a request for up to two consecutive semesters and maintain their place in the university and in degree or credential programs (i.e., they do not have to reapply to the university following the leave), if approved. An LOA granted to a degree objective student also preserves the election of curriculum rights regarding catalog requirements. However, a leave granted by the University does not extend time limitations imposed by the State for completing degree or specific teaching credential requirements.

An LOA may be granted to (1) conditionally classified or classified graduate students in good academic standing who have completed at least 6 units (master's & DNP students) or 8 units (Ed.D. students) while in residence at this university toward the degree and (2) students with a credential-only objective who have completed at least one semester of course work in good academic standing.

Grounds for requesting a leave of absence include:

- A. Illness or disability (permanent or temporary) or similar personal exigencies including pregnancy that makes it impossible or inadvisable for a student to register for classes.
- B. Activities which enhance a student's professional career objectives.
- C. Active duty in the armed forces of the United States.
- D. Severe financial hardship.
- E. Other reasons at the discretion of the Associate Vice President for Academic Programs.

LEAVE REQUESTS FOR TWO CONSECUTIVE SEMESTERS REQUIRE APPROPRIATE SUBSTANCIAL DOCUMENTATION DETAILING THE CIRCUMSTANCES (E.G., DOCTOR'S NOTE, EMPLOYER'S VERIFICATION, ETC.) THAT MAKES IT IMPOSSIBLE OR INADVISABLE TO REGISTER FOR CLASSES AND APPROVAL BY THE STUDENT'S DEPARTMENT.

An approved leave of absence authorizes the student to return and continue under the catalog requirements that applied prior to the absence. However, a leave granted by the University does not exempt the credential candidate from *new credential requirements* imposed by the State of California regardless of the student's catalog year.

In the case of non-approved breaks in enrollment, reapplication for admission to the university and to the chosen degree program will be required. A place in the degree/credential program or in the university will not be held for the student in these circumstances.

**Return completed leave request forms to:
Graduate Studies Office, McCarthy Hall 112**