



Request for Leave of Absence

Graduate Degree or Credential Students

Name _____ CWID _____
Street _____ Telephone (____) _____
City/State _____ Email _____
Zip Code _____

Degree or Credential Program (e.g., M.A. History or Single Subject Credential, etc.): _____

Policy:

Students must have completed at least 6 units (master’s & DNP students) or 8 units (Ed.D. students) toward the degree, or if a credential student, students must have completed at least one semester of coursework, while in residence at Cal State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day of classes for the semester being requested.

Leave requests for two consecutive semesters require appropriate substantial documentation detailing the circumstances that make it impossible or inadvisable to register for classes (e.g. doctor’s note, employer’s verification, etc.). A leave of absence is normally not granted for longer than two consecutive semesters. An approved leave does not extend the time limit imposed by the State for completing degree or credential requirements. It also does not exempt students from new credential requirements imposed by the State regardless of catalog year.

Instructions:

Complete and submit this form to the **Office of Graduate Studies, McCarthy Hall, Room 112**, before the first day of classes for the semester being requested. You will receive notification of the decision by mail within 2-3 weeks.

Reason(s) for requesting a leave of absence (attach documentation, as appropriate): _____

Semester(s) being requested: _____ Have you taken a previous leave? YES NO

If yes, what Semester(s) were the previous leave: Fall _____ Spring _____ Summer _____

Today’s date _____ Student Signature: _____

OFFICE USE ONLY:

APPROVAL: Fall _____ Spring _____ Summer _____

RETURN BY: _____
(Student must return by specified semester to maintain continuous enrollment.)

DENIAL: Reason: _____

Asst VP of Graduate Studies, or designee

Date

Signature

Date

Copies: Original Records
 Yellow Student
 Pink Department

Comments: _____



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 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, or
- (2) students with a credential-only objective who have completed at least one semester of course work.

For students who are not in good academic standing (i.e. student has a Graduate GPA of less than 3.0) or on academic probation, leave requests will require the approval of the Asst VP for Graduate Studies, or designee.

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 that 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 Asst VP for Graduate Studies, or designee.

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**