

California State University, Los Angeles  
**Office of the Registrar**  
**Petition for Student Leaves of Absence**

File this form at the Records Office, Adm. 409 (after obtaining appropriate approvals) at least three weeks before the end of the term preceding your leave of absence. Petitions submitted after the published deadline will incur a \$25 late fee.

_____ <i>Name (last, first, m.i.)</i>	_____ <i>Campus Identification Number</i>
_____ <i>Address</i>	_____ <i>Telephone</i>
_____ <i>City, State, Zip</i>	_____ <i>Today's Date</i>
_____ <i>Class Level</i>	_____ <i>Degree and major objective (option if applicable)</i>

Term and year you will return to Cal State L.A. \_\_\_\_\_  
Are you filing this petition to extend a previously approved leave? \_\_\_\_\_ Yes \_\_\_\_\_ No  
My activities during my leave of absence will contribute to my educational objectives as stated below.

\_\_\_\_\_  
\_\_\_\_\_

_____ <b>Student's signature</b>	_____ <b>Today's date</b>
_____ <b>Major department/division chair</b>	_____ <b>Date</b>
	(circle one) <b>Approve Disapprove</b>
_____ <b>School graduate dean</b> (required for graduate students)	_____ <b>Date</b>
	(circle one) <b>Approve Disapprove</b>
_____ <b>International student adviser</b> (required for visa students) <b>(Approval does not grant authorization to remain in U.S. See reverse side.)</b>	_____ <b>Date</b>
	(circle one) <b>Approve Disapprove</b>
_____ <b>Registrar</b>	_____ <b>Date</b>
	(circle one) <b>Approve Disapprove</b>

Comments: \_\_\_\_\_

(For office use only)

Last attended Cal State L.A. \_\_\_\_\_ Registration Preference Number \_\_\_\_\_  
Registration date \_\_\_\_\_

**Residence status:**  
\_\_\_\_ Resident for fee purposes \_\_\_\_\_ Nonresident (determined by) \_\_\_\_\_  
Degree granted after last attendance? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Disqualified? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Financial hold? \_\_\_\_\_ Yes \_\_\_\_\_ No

<b>Copies to:</b> ____ Student ____ School graduate dean ____ Registrar	____ Department/division ____ International Student
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**Office of the Registrar**

## **Policy for Student Leaves of Absence**

Students may petition for a leave of absence for reasons such as:

- (a) professional or academic opportunities: e.g. travel or study abroad, employment related to educational goals and majors fields of study, or participation in field study or research projects;
- (b) medical reasons: e.g. pregnancy, major surgery, or other health-related problems; or
- (c) financial reasons: e.g. the necessity to work for a specified period in order to resume study with adequate resources.

Evaluation for leave of absence petitions considers the student's stated plans and how a leave would contribute to educational objectives. During the leave students must plan their activities and time of return. They also must justify maintaining continuous student standing. In the case of a medical or financial leave, they must state how they plan to remain current with or advance in their academic field.

Undergraduate students may request a leave of absence that lasts between two and four semesters. Graduate students are granted a maximum of two semesters, subject to renewal. Continuing students' allowed absence of one semester is included in these maxima. These totals exclude Summer and Winter terms.

Students must file a petition with the Records Office after action by their major department/division chair no later than three weeks before the end of the term preceding the proposed leave. Graduate and postbaccalaureate students must also obtain the school graduate dean's approval. Please refer to the Academic Calendar for published deadlines. Submissions received after the published deadline are subject to a \$25 late submission fee. Approval entitles students to continuing student status for registration purposes, provided they return no later than the term specified in their approved petition. Students must drop their classes if enrolled for the term(s) of their proposed leave.

Continuing students returning from a leave of absence are entitled to priority registration privileges (i.e., they may register with all other continuing students) and are not required to apply for readmission.

### Classification/Catalog status

- o Undergraduate students retain current catalog requirements for graduation.
- o Classified postbaccalaureate and graduate students retain classified standing.
- o Unclassified postbaccalaureate and conditionally classified graduate students who have an approved program on file in their school graduate studies office are subject to the conditions of those programs.
- o All others are subject to the catalog requirements in effect when they return.

### ***Special note for international (visa) students:***

Approval of a leave of absence request by the University does not affect the Immigration and Naturalization Service law which states that visa students may remain in the United State *only* while they are carrying a full program of studies. Therefore, visa students should request a leaves of absence only if they plan to leave the United States for an extended period of time.