



Graduate Leave of Absence Petition

Graduate students Advanced to Candidacy may not miss any semester without the email approval of the College Associate Dean and with submission of this form to records@calstatela.edu at least one day prior to the start of instruction for the term your leave of absence will begin. Petitions submitted after the published deadline will incur a \$25 late fee and will only be accepted through Census. Students must drop their classes if enrolled for the term(s) of their proposed leave. Students are responsible for any grades and tuition charges incurred as a result of their classes not being dropped prior to the start of the term.

STUDENT IDENTIFICATION

Send this form from your CalStateLA email address when submitting to records@calstatela.edu for processing.

CIN:		Name:				
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Graduate students who have Advanced to Candidacy are granted a maximum of 2 semesters, subject to renewal with the approval of the College Associate Dean

Semester and Year I will return to Cal State LA	<input type="radio"/> Fall Semester	<input type="radio"/> Spring Semester	2	0		
I am requesting to extend an already approved leave	<input type="radio"/> No	<input type="radio"/> Yes				

CONTACT INFORMATION WHILE AWAY

I have updated my contact information in GET:

<input type="checkbox"/> Home Address	<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Home Phone Number	<input type="checkbox"/> Mobile Phone Number
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I understand that Cal State LA will continue to communicate with me using my Campus Email address (...@calstatela.edu). While away, I will monitor that inbox for important information.

REASON FOR LEAVE OF ABSENCE

My reason for requesting a leave of absence is:

(Large empty box for writing reason)

Sending this form from your Cal State LA email address constitutes your electronic signature.

APPROVAL OF COLLEGE ASSOCIATE DEAN

Attach College Associate Dean approval to your email when sending this completed form to records@calstatela.edu.

INTERNATIONAL STUDENTS ONLY (F VISA): APPROVAL OF INTERNATIONAL STUDENT ADVISOR

Approval does not grant authorization to remain in U.S. See reverse side.

Attach International Student Advisor approval to your email when sending this completed form to records@calstatela.edu.

REGISTRAR'S OFFICE USE

Career		Standing		Last Enrolled Sem	
<input type="checkbox"/> Eligible	<input type="checkbox"/> Ineligible	Processed by		Date	



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Leaves of Absence Regulation

University Catalog • Withdrawals and Leaves • Leaves of Absence

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

- Professional or academic opportunities, like travel or study abroad;
- Employment related to educational goals and major fields of study or participation in field study or research projects;
- Medical reasons, including pregnancy, major surgery, and other health-related circumstances; and
- Financial reasons, such as the necessity to work for a specified period to resume study with adequate resources.

Evaluation of petitions for leaves of absence takes into account the student's stated plans and the extent to which a leave would contribute to educational objectives. Students are expected to plan their time of return and their activities during the leave. They must also state why it is critical to remain in continuous residence. In the case of medical or financial leaves, they must state how they plan to remain current with or advance in their academic field.

Petitions must be emailed to the Records Office at records@calstatela.edu with the email approval of the College Associate Dean before the first day of instruction for the term during which the leave commences. Approval entitles students to continuing status for registration purposes if they return no later than the semester specified in their petition. Continuing students who return from a leave are not required to file an application for readmission.

Classified postbaccalaureate and graduate students with Advancement to Candidacy are expected to not miss any semesters with the exception of the appropriate approval and submission of the Graduate Leave of Absence.

Additional Eligibility Criteria:

- Student must have completed at least one semester in matriculated status (i.e. earned grades other than W or WU).

International Students (F Visa):

International students in the United States for the sole purpose of education (F visa holder) are required to maintain full-time enrollment each semester. Approval of a leave of absence request by the University does not waive this requirement. Therefore, F visa students should request a leave of absence only if they plan to exit the United States during their time away from Cal State LA.