

California State University, Los Angeles
Office of the Registrar

Petition for Student Leaves of Absence

File this form at the Office of Enrollment Services, Administration 146, after you have obtained appropriate approvals and no later than three weeks before the end of the quarter before your proposed leave of absence.

Name (last, first, m.i.)

Campus Identification Number

Address

Telephone

City, State

Today's Date

Class Level

Degree and major objective (option if applicable)

Quarter and year you will return to CSLA _____

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.

Student's signature

Today's date

Major department/division chair

Date

(circle one) **Approve** **Disapprove**

School graduate dean

(required for graduate students)

Date

(circle one) **Approve** **Disapprove**

International student adviser

(required for visa students) (Approval does not grant authorization to remain in U.S. See reverse side.)

Date

(circle one) **Approve** **Disapprove**

Registrar

Date

(circle one) **Approve** **Disapprove**

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

Copies to:

Student

School graduate dean

Registrar

Department/division

International Student

(See reverse side for Student Leave of Absence policy)

Policy for Student Leaves of Absence

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

- (a) professional or academic opportunities, like 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, including pregnancy, major surgery, or other health-related problems; or
- (c) financial reasons, such as the necessity to work for a specified period in order 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 also must state why it is critical to remain in 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 for no fewer than three and no more than eight quarters. Graduate students are granted a maximum of four quarters, subject to renewal. Continuing students' allowed absence of two quarters is included in these maxima.

Students must file a petition with the Office of Enrollment Services after action by their major department/division chair (graduate and postbaccalaureate students must obtain the school graduate dean's approval, also) no later than three weeks before the end of the quarter preceding the proposed leave. Approval entitles students to continuing student status for registration purposes, provided they return no later than the quarter specified in their approved petition.

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.

Undergraduate students retain current catalog requirements for graduation; classified postbaccalaureate and graduate students retain classified standing. 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. All others are subject to the catalog requirements in effect when they return.

Initial policy approved by the President, November 15, 1973.

Amended policy approved by the Executive Committee of the Academic Senate, March 13, 1974.

Amended policy approved by the President, April 5, 1974.

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.