



## Planned/Unplanned Student Leave for Undergraduates

A Planned Student Leave is an interruption of students' formal education in which they voluntarily cease their enrollment at CSU Stanislaus to pursue other educationally related activities to complete or enrich their academic programs or to clarify their educational goals. The intent of this program is to make it possible for students to suspend their academic work, leave the campus, and later resume their studies with a minimum of procedural difficulty. It is not intended for students who only wish to attend another institution.

An Unplanned Student Leave is for students withdrawing from CSU Stanislaus who will not be registered for at least one semester each calendar year for reasons beyond their control (e.g., compulsory military duty, medical, pregnancy, etc.) may request a "leave of absence" to protect their right to degree requirements which were fixed at the time of admission to the University. Submission of written verification explaining the reason(s) for non-enrollment is required. Financial reasons for non-enrollment are not an acceptable justification for Leave of Absence approval. This Request for Leave of Absence form is obtained from and filed with Enrollment Services. Granting a "leave of absence" to a student does not guarantee readmission to the University nor exemption from the regular application for readmission procedure, application fees, and filing dates. Students may also protect their rights to a former catalog year for graduation requirements by enrolling at least part-time for one semester each calendar year, as explained in the Catalog Year for Graduation Requirements section of this catalog under Baccalaureate Degree Requirements.

Planned/Unplanned Student Leave request forms are available from Enrollment Services. Enrollment at another institution of higher education during Planned/Unplanned Student Leave is subject to advance Concurrent Enrollment approval.

1. **Eligibility:** Any enrolled student is eligible to request a Planned/Unplanned Student Leave. Newly admitted students who have not yet registered are also eligible; the primary intent in such instances being to provide an opportunity for beginning students to pause between high school or community college and CSU Stanislaus enrollment.
2. **Requests for Approval:**
  - a. Each Planned/Unplanned Student Leave request must include a stated intent to re-enroll at CSU Stanislaus within a specified period, and a plan for how the time is to be used in relation to an educational objective. Acceptable requests will be those for planned travel, national service, study, or other specific plans which will contribute to the student's educational objectives.
  - b. The request must be filed prior to the period of absence and is subject to the approvals of the student's assigned academic adviser, department chair, and Enrollment Services.
  - c. Educational leaves may begin at any time. However, if a student chooses to begin a leave while coursework is in progress, the student is subject to all normal regulations and clearances (e.g., official withdrawal, financial aid termination, etc.).
3. **Duration of Leave:** A typical Planned/Unplanned Student Leave will be for one academic year. A student may request, in writing, an extension of leave prior to its termination. Under no circumstances shall successive leaves exceed two calendar years.
4. **Return Responsibilities and Benefits:** Students returning from an approved educational leave may be required to submit an application for readmission but will not be required to pay another application fee or submit to residency if terms of the leave have been satisfied. Returning students must specify on the application for readmission form that they are returning from an approved leave. Readmission is guaranteed providing the readmission application is filed according to the following schedule: fall, November; winter and spring, August; and summer term, February—or 30 days after leave approval, whichever is later. A student will be guaranteed normal registration priority and rights to prior graduation requirements provided leave terms fully are met and proper return procedures are followed.
5. **Compliance:** A student on a Planned/Unplanned Student Leave who does not comply with the provisions of this policy and the conditions of the leave is subject to forfeiture of the advantages of this program.