

Leave of Absence Policy

Students who do not enroll at least part-time for one semester each calendar year risk the loss of rights to their original catalog year graduation requirements. When the absence is for a reason(s) beyond the student's control e.g., medical, pregnancy, compulsory military duty, etc., a Leave of Absence may be granted. Financial reasons for non-enrollment are not an acceptable justification for leave approval.

Planned 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.

Planned Student Leave request forms are available online and from Enrollment Services.

1. **Eligibility:** Any continuing student is eligible to request a Planned Student Leave.
2. **Requests for Approval:**
 - a. Each Planned 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 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 a new admission application. Readmission is guaranteed providing the admission application is filed according to the following schedule: fall, Oct 1-30; and spring, August 1-31; 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 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.

Unavoidable Leave of Absence

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 the Enrollment Services Office. 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 under Baccalaureate Degree Requirements.