

05/AS/19/UEPC: 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. A Leave of Absence is a temporary leave from the university, which may be necessary during your academic career. This leave ensures that your program of study and access to many University services remain active. The length of time permitted for approved leaves of absence is governed by Title V and CSU Chancellor's Office Memorandum.

A Leave of Absence is initiated by submitting a Request for Leave of Absence form, including all requested documentation, to Enrollment Services. Students will be notified by the Director of Enrollment Services (or designee) if the request for leave was approved or not approved.

Stanislaus State students who will not be enrolled at Stanislaus State for only one semester DO NOT need to request a leave of absence. Students are granted an automatic leave of absence for one fall or spring semester each academic year.

1. Who is eligible?

- Stanislaus State undergraduate, second baccalaureate, and credential students who will not be enrolled at Stanislaus State for more than one fall or spring semester in a calendar year may file for a leave of absence to maintain enrollment eligibility and catalog rights to specified degree requirement options.
- **Continuing International Students:** Foreign students with J or F visas who meet the criteria for a leave of absence are required to contact the Office of International Education to learn more about the impact of a leave on their visa status.

2. Who is not eligible?

- Students dismissed due to academic deficiencies or disciplinary actions are not eligible for leaves of absence.
- Students enrolled only in extension courses or as auditors are not eligible for leaves of absence.
- A request for a leave of absence is not required by the Graduate School; however, it may be required by the program. Students should consult with the specific graduate program director for individual program policy. If enrollment is interrupted for more than one semester, it will be necessary for students to reapply to the University and program.
- **This leave of absence petition is NOT for students who will be taking courses at another accredited college/university.**

3. What if I need to file this petition in the middle of the semester?

- 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 applicable regulations and University policies. All contractual agreements (housing, financial aid, etc.) must be satisfactorily terminated in addition to withdrawal from courses.

Types of Approved Leaves of Absence

- Medical
- Military
- Personal (including work obligations, family obligations, financial challenges)
- Planned Educational (to pursue educationally-related activities that will enhance the prospect of successful completion of their academic programs)

Availability of Services while on Leave of Absence

- A student on a Leave of Absence shall be expected to devote the period to off-campus activities. The student shall be classified as "on leave" and shall not be considered a regularly enrolled student. Therefore, the student is not entitled to the campus services normally provided to

enrolled students, except that the student may confer with academic advisors and other university personnel regarding leave activity and plans for re-enrollment.

- Students on leave will continue to have access to their campus email and the student portal (including all notifications related to registration, financial aid, holds, etc).

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.

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.
- Continuing students who are on approved leave but do not enroll in the fall or spring semester following the leave will need to reapply for admission to the University, including appropriate fees. Students will be required to meet admissions and graduation requirements associated with the term of re-admission.