



PLANNED EDUCATIONAL LEAVE REQUEST

Admissions, Records & Evaluations Office

(559) 278-2191

Name	_____	_____	_____	_____ / _____ / _____
	Last	First	Middle	ID Number
Mailing Address	_____	_____	_____	_____
	Street	City	State	Zip
E-Mail Address	_____	_____	_____	() _____
				Phone #

Plan to begin leave: FALL 20____ SPRING 20____ Undergraduate

Plan to return: FALL 20____ SPRING 20____ *Graduate/Postbaccalaureate

Indicate reasons, *related to an educational goal*, why you wish to defer your enrollment at CSUF. Describe plans for the semesters between now and the time you will return to CSUF.

Student's Signature

Date

Recommendation: Approve Deny

Graduate Program Coordinator/Director

Date

Graduate/Postbaccalaureate, EOP or International students must receive a recommendation from the appropriate individual listed below.

*Dean, Division of Graduate Studies

Date

EOP/Counselor's Signature

Date

International Student Services/Counselor's Signature

Date

FILING DEADLINE:

Before the first day of instruction for the semester during which the Planned Leave will begin.

RETURN TO:

Admissions, Records & Evaluations
Joyal Admin. Bldg. Rm. 106
Fresno, CA 93740-8026

FOR OFFICE USE ONLY

Approval/Denial of Request

CALIFORNIA STATE UNIVERSITY, FRESNO
ADMISSIONS, RECORDS AND EVALUATIONS
5150 North Maple Avenue, JA 57
Fresno, California 93740-8026
(559) 278-2191

PLANNED EDUCATIONAL LEAVE OF ABSENCE

A Planned Educational Leave of Absence is a planned interruption or pause in a student's regular education during which he temporarily ceases formal studies at California State University, Fresno while pursuing other activities that may assist in clarifying and contributing to educational goals.

The intent of the policy is to make it possible for a student to suspend academic work, leave the campus without jeopardizing rights and privileges, and later resume studies with a minimum of procedural difficulty. A student who is approved for a Planned Leave will be considered a continuing CSUF student and will maintain "catalog rights". If the student registers at the conclusion of his leave he will not be required to reapply for admission.

These regulations and procedures apply to the Planned Educational Leave:

- A student may be granted only one leave as an undergraduate and one leave as a graduate student. Planned Educational Leaves will be granted for a maximum of **four** consecutive semesters.
- Petitions for Planned Educational Leaves must be filed (with a recommendation if appropriate) with the Admissions, Records and Evaluations Office before the first day of instruction for the semester during which the leave is to begin. The request will be reviewed and the student will be notified of the decision.
- Leaves for graduate students must be supported by the Graduate Program Coordinator/Director prior to recommendation of the Dean, Division of Graduate Studies . Leaves for EOP students must be recommended by an EOP counselor. Leaves for international students must be recommended by the Director, International Student Services & Programs.
- A currently enrolled, fully matriculated student may be considered for a Planned Educational Leave. Leaves will not be approved for students in academically disqualified status or on contract to remove academic deficiencies.
- It is expected that a Leave will be primarily devoted to nonclassroom activities. A Leave will be not be approved if the student plans to attend another institution unless the coursework he seeks is not available at CSUF. Any academic credit earned while on a Planned Educational Leave will be accredited by CSUF if permission is granted for that credit in advance.
- A Planned Educational Leave may be granted for a verified medical condition that warrants absence from the university. Medical documentation must be submitted with the request.
- If a student does not return to the University at the conclusion of the Planned Educational Leave or enrolls elsewhere without authorization, approval of the Planned Leave will be rescinded.