

CALIFORNIA STATE UNIVERSITY, LONG BEACH
Educational Leave Policy

I. POLICY

Any registered student, undergraduate or graduate, in good standing and who has completed one semester and earned units, may request an Educational Leave. Students requesting an Educational Leave must complete an Educational Leave form, IN ADVANCE, including an explanation of their reasons for seeking the leave and a statement of when they intend to resume academic work. The completed form is to be submitted for approval to the student's department chair (undergraduate) or graduate advisor.

The minimum initial leave will be one full semester; the maximum will be one calendar year. A student may submit a New Application for Educational Leave in advance, for an extension of the leave. Under no circumstances shall the total number of approved educational leaves exceed two, nor will the duration of approved educational leaves extend beyond two calendar years.

Students who are DISQUALIFIED while on Educational Leave must file a Reinstatement Petition to the Academic Appeals Committee in order to be reinstated to the University. Petitions must be filed with Enrollment Services by August 1 for the fall semester and by December 1 for the spring semester.

Graduate students who plan to enroll for credit at another institution of higher education during the leave period must obtain prior approval for the transfer of course credit to the student's program from the department graduate advisor, department chair, and the college Dean or designee.

II. INSTRUCTIONS:

1. Complete the Educational Leave form in full and obtain the required signature(s). VISA or Study Abroad Students must also acquire approval from the Center for International Education, BH-201.
2. Applications for Educational Leave must be filed with the Enrollment Services Windows – BH-101.

SPRING SEMESTER – educational leaves must be submitted to the Enrollment Services Windows by the last day of the previous fall semester. Approved educational leave forms filed at the Enrollment Services Windows after the fall deadline will be accepted through the last day of the spring semester with a \$10 missed deadline fee.

FALL SEMESTER – educational leaves must be submitted to the Enrollment Services Windows by the last day of the previous spring semester. Approved educational leave forms filed at the Enrollment Services Windows after the spring deadline will be accepted through the last day of the fall semester with a \$10 missed deadline fee.

3. If the leave is requested for a semester in which the student is enrolled, the student must drop all enrolled courses prior to submitting the Application for Educational Leave to Enrollment Services.
4. If housing or financial aid is to be requested upon return to the University, arrangements must be made directly with those offices according to their published deadlines.

NOTE: Students who drop or withdraw and receive "W" grades for a semester do not need to file for an Educational Leave for that semester.

California State University, Long Beach

Enrollment Services

APPLICATION FOR EDUCATIONAL LEAVE

ELIGIBILITY REQUIREMENTS:

Matriculated undergraduate or graduate students, in good standing, who have completed at least one semester and earned units may apply for an Educational Leave for a minimum of 1 semester or a maximum of 2 semesters. Additional leaves must be requested by submitting a new Application for Educational Leave within University deadlines. **Under no circumstances shall the total number of semesters of educational leave exceed four per academic career.**

DEADLINES:

Submit to Enrollment Services, BH-101, by the last day of the previous Fall or Spring semester. Approved applications submitted after the deadline will be accepted through the last day of the requested semester with a \$10 missed deadline fee. Forms submitted without a \$10 fee will be returned.

INSTRUCTIONS:

1. Complete the Educational Leave application form in full and obtain the required signature(s). VISA or Study Abroad Students must also acquire approval from the Center for International Education, BH-201.
2. Drop all enrolled courses for the semester requested prior to submitting the Application for Educational Leave. NOTE: Students who drop and receive 'W' grades do not need to apply for Educational Leave for that semester.
3. Submit the approved Application for Educational Leave in person at Enrollment Services, BH-101.
4. Change your graduation date if you file an application for educational leave for the semester you filed for graduation.

PLEASE PRINT ALL INFORMATION

Name: _____ Campus ID #: _____

Class Level _____ Plan (Major) _____ Program (Degree) _____ Certificate Objective _____

Contact Information:

Address: _____ City: _____ Zip: _____

Telephone: Home () _____ Work or Message () _____

E-mail address: _____

Circle Number of Semester(s) of Leave: 1 or 2 Semester(s) of Leave: _____ / _____
1st Sem / Year 2nd Sem / Year

I plan to return to the University: Fall _____ or Spring _____
Year Year

Purpose of Leave: Medical: _____ Personal: _____ Educational: _____ Other: _____

Explanation:

(Include all institutions that you plan to attend during the planned leave and list courses you plan to take for academic credit)

Student Signature: _____

REQUIRED SIGNATURES OF APPROVAL:

UNDERGRADUATES - Major Department Chairperson _____

GRADUATES - Graduate Advisor _____

Graduates attending another institution also need:

Major Department Chairperson _____ Dean of College _____

VISA / STUDY ABROAD STUDENTS - Center for International Education, BH-201 _____