

Leave of Absence

Master's students must be continuously enrolled until all requirements for the degree are completed, including the comp exam and the thesis/project. Leaves are required for any student who will be absent from the University for one quarter or more. With an approved leave of absence, the student may be absent from the campus without losing rights to the specific degree requirements for the catalog year in which they were admitted (Title 5, Article 5, Sec. 40401). Students who discontinue their studies without an approved leave must reapply to the university when they return and may lose their catalog rights.

The leave of absence policy covers interruptions which are involuntary (medical) or voluntary (military, personal or planned educational leave). Petitions for leaves of absence should be filed in advance of the interruption in enrollment. While medical and military leaves may be considered retroactively if supported by individual circumstances, planned educational leaves cannot since they constitute an agreement or "contract" which must be set in advance. The maximum duration for any leave is two calendar years.

Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action. Other students ineligible for leaves of absence are those who are not completing any degree applicable course work, those who are enrolling only in extension courses, those who are only auditing courses, and those who have not completed their first quarter in their current program.

Students who do not return to CSU, San Bernardino at the conclusion of their planned leaves and those who enroll elsewhere without permission of the Office of Records, Registration and Evaluations will be considered to have withdrawn for the university at the end of their last term of regular enrollment.

Types of Leaves and Requirements

Medical Leave: Requests must be accompanied by a statement from a medical doctor verifying the reason for the leave and the length of recuperation. The statement should be on the doctor's letterhead. Leaves for pregnancy are restricted to the term of delivery unless verified medical circumstances indicate a longer time is required for recuperation. Exceptions to the two year limit may be granted under extenuating circumstances.

Military Leave: Requests must be accompanied by a copy of military orders indicating induction date. For students being called to active military service, Title 5, Section 40401, provides for an extended leave of absence up to a maximum of two years due to approved educational reasons and for circumstances beyond a student's control. The university will approve a leave for students called for active military service as a result of mobilization of U.S. military reserves. Students will retain their catalog rights and register for subsequent quarters. In the case of students called for active military service, the university will authorize withdrawals throughout the quarter. For additional information, assistance with dropping current classes and other processing, see the veteran's coordinator in the Office of Records, Registration and Evaluations, UH-171, (909) 537-5213.

Planned Education Leave: Since students usually maintain their catalog rights, courses completed at other institutions must have received prior approval in order to count toward the degree program at CSU, San Bernardino. Therefore, a student must also file a concurrent enrollment form with the Office of Graduate Studies to obtain that approval. Failure to file a concurrent enrollment form may result in coursework not being accepted. Upon return, transcripts must be submitted showing the courses taken. A maximum of six (6) consecutive quarters may be approved. (Summer does not count as a quarter.)

Personal Leave: This option allows time to address personal matters and thus enhance the prospect of successful completion of the academic program. When completing the form, students should briefly describe the reasons for the proposed leave of absence.

Instructions:

1. Fill out the attached form and include any necessary documentation.
2. Submit the form to your graduate coordinator for review and signature. Your graduate coordinator will then send the form to Graduate Studies for the Dean of Graduate Studies to review.
3. Once the Dean has made a decision, you will be notified by email. A scanned copy of the Leave of Absence, with the Dean's decision noted, will be attached.
4. Return to the university by the end of your leave. Fill out the "Readmission from a Leave of Absence" form (available in the Records office) and submit it to the Records Office. Students who do not return by the end of the approved leave will be discontinued. Contact the Office of Graduate Studies at (909) 537-5058 if you need to extend your leave.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
REQUEST FOR LEAVE OF ABSENCE**

Leaves are required for any student who will be absent from the University for one quarter or more.

Name _____ Date _____

Address _____ Telephone _____

City, State _____ Zip Code _____ Coyote ID # _____

Coyote Email _____ @coyote.csusb.edu

Last Term Completed: Fall _____ Winter _____ Spring _____ Year: _____

Term Leave will Start: Fall _____ Winter _____ Spring _____ Year: _____

I Plan to Return: Fall _____ Winter _____ Spring _____ Year: _____

Graduate Level: _____

 _____ Postbaccalaureate Unclassified

 _____ Postbaccalaureate Classified

 _____ Conditionally Classified

 _____ Classified

Current Graduate Program and Option: _____

Leave Applied for:

_____ **Medical Leave of Absence.** Requests must be accompanied by a statement from a medical doctor explaining why enrollment must be interrupted. A doctor's statement verifying the reason and the length of recuperation on the Doctor's letterhead must be attached. Leaves for pregnancy are restricted to the term of delivery unless verified medical circumstances indicate a longer time is required for recuperation. Exceptions to the two year limit may be granted under extenuating circumstances.

_____ **Military Leave of Absence.** Attach copy of military orders. A maximum of 12 consecutive quarters may be approved. (Summer does not count as a quarter.)

_____ **Planned Educational Leave.** Identify the institution you will attend and list the courses you plan to take. **Upon return, transcripts must be submitted showing the course taken.** A maximum of six (6) consecutive quarters may be approved. (Summer does not count as a quarter.)

_____ **Personal Leave:**

Note: All students returning from an approved leave of absence must submit a Readmission from a Leave of Absence form to the Records Office.

Department Certification - Required for all leaves.

Program Coordinator

Approved to return: _____

 Qtr. Year

_____ Not Approved - Reason:

_____ Date

_____ Dean of Graduate Studies signature