LEAVE OF ABSENCE – Educational Graduate Students

STUDENT ID: 

MAJOR: 
International Student ☐

Last First Middle

Street City State Zip

Phone e-mail

ELIGIBILITY AND REQUIREMENTS:
• The approved leave form must be submitted by the add/drop date of the term the leave begins.
• Students must be eligible to enroll in the term the leave begins, not enrolled in the term or on academic probation.
• Students are cautioned to carefully consider the effect of leaves on their loan status; lenders may count the leave period as part of the total grace period. Cal Poly will provide enrollment status to the National Loan Clearing House. Students who receive loan disbursements directly may be required to repay portions of their loan.

• If you have requested a graduation evaluation, please indicate your expected degree completion date: ____________
If your leave extends beyond your expected graduation date a new expected degree completion date form is required.

STATEMENT OF PURPOSE:

TERM BEGINNING: ____________ TERM RETURNING: ____________

Required Signatures:

Student’s signature Date
Graduate Coordinator Date
Dean of Research and Graduate Programs Date
EDUCATIONAL LEAVE OF ABSENCE POLICIES

- A planned educational leave must be for a purpose that contributes to the student's educational objective and is approved by the graduate coordinator and the dean of research and graduate programs.

- The student must be eligible to enroll for the term in which the leave begins and not on academic probation.

- The application for educational leave must be initiated and approved before the leave begins and will not be granted retroactively.

- A student on educational leave will be considered to be in continuous attendance with the purpose of returning to the same curriculum that was in effect when the leave began.

- A student on educational leave will not be required to apply for readmission or pay an application fee provided that the student returns to the same major and within the time period agreed upon when the application was approved.

- No more than two leaves will be available to each student totaling a maximum of 8 terms.

- To change the length of a leave an approved leave request form with the revised return date must be submitted.

- Any student on leave who fails to return and enroll within the time limits specified by the leave agreement will be required to reapply for admission, pay the reapplication fee, and may be held to any new curriculum requirements which may be in effect.