

ABSENCE PROCEDURES & CONTACT INFORMATION

If you have decided to take time away from Cal Poly, the details involved can feel overwhelming. Use the chart below to identify & track processes relevant to your unique situation. If you have questions, do not hesitate to reach out to the University Advising Retention Team at retention@calpoly.edu for guidance and support.

Process & who is affected	Department and Contact Information	Comments:
Basic Needs Initiative <i>Applies to: Those in need of basic housing and food assistance or issues such as safety and security, sanitation, access to clean water, and clothing</i>	Cal Poly Essentials https://basicneeds.calpoly.edu/ Kari Howell Basic Needs Coordinator khowel02@calpoly.edu Building 27 (805) 756-1045	CP Essentials is the result of the Cal Poly's Basic Needs Initiative which seeks to ensure that all students have access to the resources needed to focus on education and success at Cal Poly. <ul style="list-style-type: none"> ▪ Food Hub ▪ Housing and Community Resources ▪ Financial Resources ▪ Mental Health
Understanding how absence impacts Cal Poly Scholars eligibility <i>Applies to: Students in the Cal Poly Scholars Program</i>	Cal Poly Scholars Program Office Building 52, Room E-25 For general inquiries: email cpscholars@calpoly.edu Current Year 1 and current Year 2 Scholars: Sarah Bacio sbacio@calpoly.edu Current Transfer and current Year 3+ Scholars: Christina Sholars csholars@calpoly.edu	Students taking time off are eligible to participate in Scholars events but are not required to complete Scholars program requirements in the quarter(s) they are away. To understand potential impacts to your Cal Poly Scholars Scholarship, email Nick Bryden, Financial Aid counselor for Cal Poly Scholars, nbryden@calpoly.edu .
Career Services <i>Applies to: Students experiencing uncertainty about their major and/or career path</i>	Student Services, Bldg. 124 careerservices@calpoly.edu https://careerservices.calpoly.edu/home <i>General Drop-In: Monday – Thursday, 1p.m. - 4 p.m.</i> <i>Zoom drop-in : Monday – Thursday, 1p.m. - 4 p.m.</i> To make an appointment, log into MustangJOBS and click “Career Center” on the top-right of the screen and then select “Appointments” or call (805) 756-2501.	Scheduled appointments are your opportunity to meet individually with your Career Counselor and address your specific needs. Appointments range from 30 minutes to an hour, depending on the topic. These appointments are best choice for career exploration and change of major discussions. Drop-In Hours are great for students looking for support for the following three topics: resumes, cover letters, and interview prep with help from our Career Services Ambassadors.

<p>Verifying Class Transferability from outside colleges.</p> <p><i>Applies to: Students who plan to take courses while away from Cal Poly</i></p>	<p>Academic Advisors are available to help with this process.</p> <p>First -year students: Mustang Success Center Building 52, RoomD-37 success@calpoly.edu https://success.calpoly.edu/</p> <p>All other students: College Advising Centers https://advising.calpoly.edu/advising-centers</p>	<p>Course articulations from California Community Colleges can be found on Assist.org. Please reference tutorial guides for using Assist.org.</p>
<p>Accessing Counseling Services</p>	<p>Campus Health & Well Being Counseling Services (805) 756-2511 Building 27, Room 135 https://hcs.calpoly.edu/counseling</p> <p>Counseling Services is currently offering services in person and remotely by phone and HIPAA-compliant Zoom.</p> <p>To schedule an appointment call: (805) 756-2511 If you are in crisis, call (805-756-2511) anytime. After hours, follow the prompts to speak with a counselor.</p>	<p>Eligibility for services:</p> <ul style="list-style-type: none"> ▪ Currently enrolled Cal Poly students (graduate and undergraduate) ▪ Students who have chosen not to enroll for Summer Quarter, but were registered in the previous Spring Quarter and are registered for the following Fall Quarter ▪ For couples counseling, all partners must be currently enrolled Cal Poly student
<p>Accessing Disability Resource Center assistance.</p> <p><i>Applies to: Students with accommodations on file or those needing accommodations during enrolled terms</i></p>	<p>Disability Resource Center Building 124 (805) 756-1395 drc@calpoly.edu https://drc.calpoly.edu/</p>	<p>If you have a disability and need additional support during this process, please contact the Disability Resource Center (DRC) for assistance.</p> <p>Services:</p> <ul style="list-style-type: none"> ▪ Services offered in person or virtually ▪ Online test-taking support ▪ Alternative media services ▪ Notetaking service coordination ▪ Remote assistive technology support ▪ General problem-solving support (e.g. transportation around campus, other)

<p>Retaining F-1 Visa Eligibility</p> <p><i>Applies to: Students who are on an F-1 Visa</i></p>	<p>International Center Building 52, Room E-32 (805) 756-1477 international@calpoly.edu http://international.calpoly.edu/contact.html Virtual Office Hours: 9:00 a.m.- 4:30 p.m.</p>	<p>Students on a F-1 visa, please check with the International Center before dropping classes or discontinuing from Cal Poly. Changes to your class schedule could impact your visa.</p> <p>If you are an international student or scholar, please send your email correspondence to: intlservices@calpoly.edu</p>
<p>Understanding how absence impacts Financial Aid</p> <p><i>Applies to: Work Study students and students receiving state and federal aid.</i></p>	<p>Financial Aid Office Building 01, Room 212 https://www.calpoly.edu/financial-aid</p> <p>During remote operations, students, parents, and supporters can send their questions or request for a video meeting (via Zoom) to financialaid@calpoly.edu</p> <p>Below is your Financial Aid counselor's contact information. Counselors are assigned based on last name.</p> <p>Aa-Cn Adrienne Garcia-Specht* agarc275@calpoly.edu</p> <p>Co-Go Karen Foy kfoy@calpoly.edu</p> <p>Gp-Lz Heather Leis heleis@calpoly.edu</p> <p>Ma-Re Tatiana Mendoza* tmendo05@calpoly.edu</p> <p>Rf-Zz Barbara Rollins brollins@calpoly.edu</p> <p><i>Cont.</i></p>	<p>Taking a leave from Cal Poly, even for one term, could have implications for your financial aid.</p> <p>Notify the Financial Aid Office of your plans for internship, co-op, study abroad, or taking terms off by sending an email to financialaid@calpoly.edu</p> <p>Student Loans: After six months of not being enrolled in at least half-time status (at any institution), you will be in repayment mode for any disbursed loans</p> <p>Federal, State & University Repayment: If you receive federal, State, or University Financial Aid and withdraw from all classes prior to completing 60% of the term, you may need to pay back a prorated portion of your aid.</p> <p>Cal Grants: If you're not enrolled at least half-time for any term, you must request a Leave of Absence from the Cal Grant program. You are allotted a maximum of 4 semesters/6 quarters (200%) of Leave of Absence throughout the lifetime of your Cal Grant award. Extensions may be granted for extenuating circumstances for students that submit a Cal Grant Appeal. https://mygrantinfo.csac.ca.gov/</p> <p>Return of Title IV Funds (Unsubsidized Federal Stafford Loan, Subsidized Federal Direct Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG Grant, and Other Title IV Programs:</p> <ul style="list-style-type: none"> ▪ The Federal Return of Title IV Funds policy mandates that students who officially or unofficially withdraw from all classes may only keep the financial aid they've earned up to the time of withdrawal. Federal aid recipients who withdraw from Cal Poly may need to repay a portion of their financial aid money. You are not required to repay any money you have earned via Federal Work-Study.

	<p>Cal Poly Scholars Nick Bryden nbryden@calpoly.edu</p> <p><u>*Indicates Spanish Fluency</u></p>	<ul style="list-style-type: none"> ▪ The portion you may need to repay will be calculated by the Financial Aid Office and returned to federal or state programs. You may need to reimburse Cal Poly for what has been returned on your behalf. ▪ No repayment is required if you withdraw after completing 60% of the term. If you are considering withdrawing for a term, contact the Financial Aid Office to determine the impact of doing so.
<p>Canceling your Cal Poly Housing Contract</p> <p><i>Applies to: Students residing on campus</i></p>	<p>Cal Poly Housing Administration Office Building 31 (805) 756-1226 housing@calpoly.edu http://www.housing.calpoly.edu</p>	<p>Go to University Housing in your Cal Poly Portal, click on the Housing tab on the left-hand side, then click on Housing Cancellations on the drop-down tab. Fill out Cancellation Request.</p> <p>Housing staff will review and get back to you. This request does not guarantee you will be let out of your contract.</p>
<p>Individualized Change of Major Agreement (ICMA)/Change of Major</p> <p><i>Applies to: Students with an ICMA in process</i></p>	<p>Your ICMA is accessible through Poly Profile. In the Faculty/Staff approvals' section of your agreement, find the "username" for "Approver #1"</p>	<p>If you are in an ICMA currently, it is important to email Approver #1 on your agreement to request an extension of the terms. This must be done before you take time off.</p>
<p>Informal Time Off</p> <p><i>Applies to students taking 1-2 consecutive terms off</i></p>	<p><u>Informal Time Off (ITO) Form</u></p>	<p>Please review the <u>eligibility requirements and submission process</u>. Click on "Take time off for one or two quarters maximum."</p> <p>If you haven't already, be sure to complete this <u>form</u> and read the instructions provided. This includes important details relevant if you need more time away.</p> <p>If you are going to be taking off more than two consecutive quarters (summers excluded), you will need to submit an official <u>Leave of Absence</u>.</p> <p>If you are a first-year student: during ITO you will still be blocked into classes even while away. Please set a reminder to drop blocked courses from your "Enrollment Tab" in your Student Center before each term away begins, in order to avoid paying fees or being assigned a grade of "F"/"WU". Contact <u>Retention@calpoly.edu</u> if you have any questions about this process.</p>

<p>Leave of Absence</p> <p><i>Applies to students taking more than 2 consecutive terms off</i></p>	<p><u>Leave of Absence</u></p>	<p>Please review the <u>eligibility requirements and submission process</u>. Click on “Take time off for more than two quarters (Leave of Absence).”</p> <p>If you are a first-year student: please drop future blocked courses from your “Enrollment Tab” in your Student Center in order to avoid paying fees or being assigned a grade of "F"/"WU" (see ITO above).</p> <p>Students taking a Leave of Absence (required if taking more than two consecutive terms away, not including summer):</p> <ul style="list-style-type: none"> ▪ Submitting a Leave of Absence form <i>does not withdraw you from courses</i>. <p>If you are currently enrolled in classes and plan to finish out the quarter, please note that you will not be placed on Leave of Absence status until you are enrolled in “0” units or have dropped/withdrawn from all classes.</p>
<p>Returning items to the Library</p> <p><i>Applies to: Students with items on loan from Cal Poly Library</i></p>	<p>Kennedy Library Building 35 <u>library@calpoly.edu</u> <u>https://lib.calpoly.edu/</u></p> <p>Circulation desk: (805) 756-5760 <u>circulation@calpoly.edu</u> Students in need of technology, please go to the <u>ITS Tech Rentals page</u> or call 805-756-7000.</p>	<ul style="list-style-type: none"> • You may return books and other physical materials (including CSU+ and Interlibrary Loan) main desk or in drop bins in front of the library. If you are away from campus please email <u>circulation@calpoly.edu</u> and inform them you are on leave and cannot return the book or item at present moment. • Please contact Access Services at <u>circulation@calpoly.edu</u> with any questions about your checked-out items. • Please contact Interlibrary Services at <u>ils@calpoly.edu</u> with any questions about CSU+ or Interlibrary Loan.
<p>Canceling your parking permit</p> <p><i>Applies to: Students who have a parking permit</i></p>	<p>Transportation Services UPD building 36 (805) 756-6654 <u>parking@calpoly.edu</u> <u>https://afd.calpoly.edu/parking</u></p>	<p>To request a parking permit refund, please send an email from your Cal Poly email address to <u>parking@calpoly.edu</u>. Be sure to include:</p> <ol style="list-style-type: none"> 1. Your phone number 2. Your mailing address 3. The reason for canceling your permit. <p>Your refund will be prorated based on the number of weeks you had your permit.</p>

<p>Canceling your Polycard/Campus Dining</p> <p><i>Applies to: Students with Campus Dining Plans</i></p>	<p>Campus Dining Building 19 (805)756-5939 campusdining@calpoly.edu https://www.calpolydining.com</p>	<p>Your dining plan will be canceled once campus housing cancelation paperwork is received. Unused dining dollars are credited back to the student, less any non-refundable amounts.</p>
<p>Checking and settling your student account</p>	<p>Student Accounts Building 01, Room 211 805-756-1428 studentaccounts@calpoly.edu https://afd.calpoly.edu/student-accounts/</p>	<p>To qualify for a full refund of mandatory campus fees, and nonresident tuition if applicable, all courses must be dropped through the online registration process <i>prior to the first day of the academic term</i>.</p> <p>Completion of up to 60% or end of drop period of the term: entitled to pro-rata refund of Category I and II mandatory systemwide and campus fees including non-resident tuition if applicable.</p> <p>Holds: <i>To ensure your ability to register on time</i>, upon your return, students should regularly review their account balance on their Cal Poly portal. Payment can be made online through the CASHNet portal or in person at the Cashier's Office, Administration Building (Bldg 1), Room 131E.</p> <p>Students who have an overdue balance will have a financial hold placed on their academic records until the balance is paid to zero. The hold restricts the student from receiving University services, including but not limited to registration.</p>
<p>Continuing Student Employment</p> <p><i>Applies to: Students employed through the University</i></p>	<p>Student Payroll Building 01, Room 107</p> <p>Communicate via email during remote operations: payroll-services@calpoly.edu https://afd.calpoly.edu/payroll/students/</p>	<p>Students who have temporarily interrupted their academic progress may be employed for an interim period not to exceed one quarter.</p>

<p>Withdrawing or canceling course registration for the current and/or next term</p>	<p><u>Academic Advisors</u> are available to help with this process.</p> <p>First -year students: Mustang Success Center Building 52, RoomD-37 success@calpoly.edu https://success.calpoly.edu/</p> <p>All other students: College Advising Centers https://advising.calpoly.edu/advising-centers</p>	<p>If you are a first-year student: please drop future blocked courses from your “Enrollment Tab” in your Student Center in order to avoid paying fees or being assigned a grade of "F"/"WU".</p> <p>Students taking a Leave of Absence (required if taking more than two consecutive terms away, not including summer):</p> <ul style="list-style-type: none"> ▪ Submitting a Leave of Absence form <i>does not withdraw you from courses</i>. ▪ If you are currently enrolled in classes and plan to finish out the quarter, please note that you will not be placed on Leave of Absence status until you are enrolled in “0” units or have dropped/withdrawn from all classes.
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