HANDBOOK FOR LEAVE OF ABSENCE
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What is a leave of Absence?

A Leave of Absence is a leave from the university, which ensures that your program of study and access to services remain active.

Students may elect to take a leave of absence for a variety of reasons:
- Medical emergencies
- Family crisis or other personal situations
- Financial issues
- Academic difficulties
- U.S. military duty

Note: Undergraduate students can take 1 or 2 quarters off without jeopardizing their eligibility to enroll at Cal Poly and only need to submit an Undergraduate Informal Time Off form. Graduate student can take 1 or 2 quarters off without risking discontinuation, but they are held to the Cal Poly Continuous Enrollment policy (outlined on the Graduate Education website).

<table>
<thead>
<tr>
<th>If you have not attended any of these quarters consecutively:</th>
<th>Then the next quarter you have to attend to avoid discontinuation is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter, Spring, Summer</td>
<td>Fall</td>
</tr>
<tr>
<td>Spring, Summer, Fall</td>
<td>Winter</td>
</tr>
<tr>
<td>Fall, Winter</td>
<td>Spring</td>
</tr>
</tbody>
</table>

Eligibility Requirements

Before submitting a Leave of Absence Request you must:
- have attended Cal Poly for at least one quarter for which you earned units or received ‘W’ grades.
- be eligible to enroll in the term the leave begins.
- drop or withdraw from all classes for the term you plan to begin leave.
- submit a Request to Extend Expected Graduation Term for Undergraduates or Change of Degree Completion Term for Graduate students if the term you plan to return is past your expected graduation term (found in your Poly Profile).
- discuss the decision to take Leave of Absence with Financial Aid (Financial Aid Recipients only).
- not have exceeded two Leaves of Absence totaling a maximum of 8 terms (exception for U.S. Military Leave of Absence).

Additional leaves must be requested by submitting a new Application for Leave of Absence prior to the first day of the original return term. Under no circumstances shall the total number of quarters of Leave exceed eight (including summers) per academic career (except for U.S. Military Service).
Leave of Absence Policies

Students who meet the eligibility requirements:

- may apply for a leave of absence for up to four quarters, including summer.
- may request one additional leave of absence, totaling a maximum of 8 terms (see below for U.S. Military Leave).
- must have an initiated and approved leave of absence submitted before the leave begins. A leave of absence will not be granted retroactively.
- will be in continuous attendance with the purpose of returning to the same curriculum that was in effect when the leave began.
- must inform the financial aid office, if applicable.
- 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.

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.

Process

1. Complete and sign the Leave of Absence Application form via Adobe Sign using your Cal Poly credentials.
2. The completed form will be routed through Adobe Sign to obtain required signature approvals. All signatures and approvals must be obtained to officially start a Leave of Absence.

If applicable:

- Drop all enrolled courses for the quarter requested prior to submitting the Application for Leave of Absence.
  
  NOTE: If you have withdrawn from all classes and received ‘W’ grades, it is not necessary to use a Leave of Absence for that term.
- If your Expected Graduation Term falls within your planned Leave of Absence, Undergraduates should complete a Request to Extend Expected Graduation Term form. Graduate students should complete a Change of Degree Completion Term Request.
- Undergraduate students: You are encouraged to set your Degree Planner units to "0" for the quarters you plan to be away. Prior to your return, please contact an academic advisor to prepare for a smooth transition back.
- Note for Freshmen: If you are taking a Leave of Absence in a term for which you have been Block Scheduled, you will need to drop those courses from your Enrollment tab in your Student Center in order to avoid paying fees or being assigned a grade of “F”/“WU”.
- Graduate students: You should discuss your absence with your Graduate Coordinator. During your approved leave, you are exempt from the Cal Poly Continuous Enrollment Policy. However, all graduate students must complete their degree within seven years of matriculation, known as the 7-Year Rule.
- Note for Financial Aid Recipients: Students who have received Financial Aid 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 provides enrollment status to the National Loan Clearing House. Students who receive loan
disbursements directly may be required to repay portions of their loan. Contact Financial Aid at Financialaid@calpoly.edu.

U.S. MILITARY LEAVE:
Students called to active U.S. Military duty should attach their orders to a Leave of Absence form before submitting the form to the Office of the Registrar. If using VA educational benefits, the appropriate certifying official will be notified. Additional military leave questions should be directed to the Veterans Affairs School Certifying Official.

- Student will be placed on a two-year military leave of absence for military duty beginning with the term following the last term enrolled and attending.
- If an extension is necessary, an additional extension (up to a total of 5 years) may be authorized with a copy of your U.S. Military orders. An updated form complete with Military orders is required.

For assistance, visit the Advising Center connected to your college. Below is the contact information. For more details and information on how to make an appointment please visit https://advising.calpoly.edu/advising-centers.

<table>
<thead>
<tr>
<th>College of Architecture and Environmental Design (CAED)</th>
<th>College of Agriculture, Food and Environmental Sciences (CAFES)</th>
<th>College of Engineering (CENG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 5, Room 210</td>
<td>Building 74M-A</td>
<td>Building 40, Room 115</td>
</tr>
<tr>
<td>Phone: 805-756-1325</td>
<td>Phone: 805-756-7574</td>
<td>Phone: 805-756-1461</td>
</tr>
<tr>
<td><a href="mailto:caeadvising@calpoly.edu">caeadvising@calpoly.edu</a></td>
<td><a href="mailto:cafesadvising@calpoly.edu">cafesadvising@calpoly.edu</a></td>
<td><a href="mailto:eadvise@calpoly.edu">eadvise@calpoly.edu</a></td>
</tr>
<tr>
<td>College of Liberal Arts (CLA)</td>
<td>College of Science and Mathematics (CSM)</td>
<td>Orfalea College of Business (OCOB)</td>
</tr>
<tr>
<td>Building 47, Room 22B</td>
<td>Building 53, Room 211</td>
<td>Building 3, Room 100A</td>
</tr>
<tr>
<td>(805)756-6200</td>
<td>(805) 756-2615</td>
<td>(805) 756-2601</td>
</tr>
<tr>
<td><a href="mailto:claadvising@calpoly.edu">claadvising@calpoly.edu</a></td>
<td><a href="mailto:csmadvising@calpoly.edu">csmadvising@calpoly.edu</a></td>
<td><a href="mailto:cobadvis@calpoly.edu">cobadvis@calpoly.edu</a></td>
</tr>
</tbody>
</table>

Returning to Cal Poly

- **Prepare for registration:** Your registration date and time should be assigned in your Student Center before your return. Please review the timeline for your Enrollment Appointment and plan accordingly. In addition, check for any registration holds in your Student Center.
- **Contact College Advisor:** https://advising.calpoly.edu/advising-centers to review:
  - **Catalog and policy changes:** Degree curriculum and university policies are consistently being reviewed and updated. Verify with your advisor that you are on the catalog that best suits your degree progress.
  - **Academic Probation and Disqualification:** If you are on academic probation, please contact your academic review counselor to discuss your eligibility.
  - **Residence Requirements:** Cal Poly residence requirements are university guidelines for courses that must be taken at Cal Poly. For undergraduate students, 28 units of the last 40 units counted toward the degree must be in residence. Extension credit or credit by examination may not be used to fulfill the residence requirements. However, a maximum of 36 quarter units of extension credit may be counted toward the bachelor's degree.
• **Check for holds**: Check your Student Center, to see if there are any holds on your account that require action prior to registering for classes.

![Academics](image)

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 351-01</td>
<td>MoWeFr 8:10AM - 9:00AM</td>
</tr>
<tr>
<td>LEC (3868)</td>
<td>Center: Innovations</td>
</tr>
<tr>
<td></td>
<td>Center: C100</td>
</tr>
<tr>
<td>CHEM 371-11</td>
<td>TuTh 9:00AM - 11:00AM</td>
</tr>
<tr>
<td>LEC (3869)</td>
<td>Mott: Physical Educ</td>
</tr>
<tr>
<td></td>
<td>0205E</td>
</tr>
<tr>
<td>CHEM 371-15</td>
<td>Tu 12:10PM - 3:00PM</td>
</tr>
<tr>
<td>LAB (3907)</td>
<td>Baker: Center Sci &amp; Math</td>
</tr>
<tr>
<td>MU 371-01</td>
<td>Tu 7:10PM - 9:00PM</td>
</tr>
<tr>
<td>LAB (3781)</td>
<td>Davidson Music Ctr</td>
</tr>
<tr>
<td></td>
<td>0216</td>
</tr>
<tr>
<td>WGS 340-01</td>
<td>MoWe 4:10PM - 6:00PM</td>
</tr>
<tr>
<td>SEM (5047)</td>
<td>Center: Innovations</td>
</tr>
<tr>
<td></td>
<td>Center: C100</td>
</tr>
</tbody>
</table>

- **Email Financial Aid** ([financialaid@calpoly.edu](mailto:financialaid@calpoly.edu)) to speak with your Financial Aid counselor: Verify if any loans and scholarships have been reactivated. You may need to contact your private lenders as well.

- **Complete your FAFSA**: Typically, students complete FAFSA for the upcoming school year by March 2 (FAFSA opens October 1). However, we encourage you to speak with Financial Aid to explore options.

- **California Dreamers**: You do not need to reapply for AB540 status as long as you are not discontinued at Cal Poly. If you have to reapply for admissions, then you will need to reapply for AB540 status. You may check with [Admissions](https://admissions.calpoly.edu) to confirm your active status.

- **Contact Information**: Update your mailing and/or permanent address in your My Cal Poly Portal Personal Info Tab.

- **Registration**: Register for courses during your enrollment appointment. Enrollment for courses will indicate your formalized return for Cal Poly and allow you to be an Active student.

- **Update Degree Planner**: Undergraduate students are encouraged to set your Degree Planner units to "0" for the quarters you plan to be away. Prior to your return, please [contact an academic advisor](https://admissions.calpoly.edu) to prepare for a smooth transition back.

- **Housing**: If you plan to reside in University housing contact the [Cal Poly Housing Office](https://housing.calpoly.edu) for assistance. Email: housing@calpoly.edu

- **Transportation**: Contact [Transportation Services](https://transportation.calpoly.edu) regarding permits, parking and other transportation related questions. Email: parking@calpoly.edu

- **Assistance**: Need any help or want to discuss an extension of your leave of absence? Please contact a Retention Specialist at retention@calpoly.edu.
**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.

<table>
<thead>
<tr>
<th>Process &amp; who is affected</th>
<th>Department and Contact Information</th>
<th>Comments:</th>
</tr>
</thead>
</table>
| Basic Needs Initiative    | Cal Poly Essentials<br>https://basicneeds.calpoly.edu/ | 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.  
  ▪ Food Hub  
  ▪ Housing and Community Resources  
  ▪ Financial Resources  
  ▪ Mental Health |
| Understanding how absence impacts Cal Poly Scholars eligibility | Cal Poly Scholars Program Office<br>Building 52 | 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, at nbryden@calpoly.edu. |
| During Remote Operations: | Cal Poly Scholars staff members are checking email regularly during business hours: 9:00 a.m.- 4:30 p.m. |
| For general inquiries: | emailcpscholars@calpoly.edu |
| Current Year 1 and current Year 2 Scholars: | contact Kari Howell, khowel02@calpoly.edu |
| Current Transfer and current Year 3+ Scholars: | contact Cecilia Martinez, cmarti74@calpoly.edu |
| Career Services | 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.  
careerservices@calpoly.edu  
https://careerservices.calpoly.edu/home | 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. |
| Verifying **Class Transferability** from outside colleges. | **Academic Advisors** are available to help with this process.  
**First-year students:** Mustang Success Center  
Building 52-D37  
success@calpoly.edu  
https://success.calpoly.edu/  
**All other students:** College Advising Centers  
https://advising.calpoly.edu/advising-centers | Course articulations from California Community Colleges can be found on Assist.org. Please reference this guide for using Assist.org. |
|---|---|---|
| **Accessing Counseling Services** | Campus Health & Well Being  
Counseling Services  
(805) 756-2511  
Building 27 room 135  
**During remote operations:** All appointments are virtual and can be scheduled by calling (805) 756-2511  
https://hcs.calpoly.edu/counseling | Eligibility for services:  
- 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 |
| **Accessing Disability Resource Center assistance.**  
**Applies to:** Students with accommodations on file | Disability Resource Center  
Building 124  
(805) 756-1395  
dr@calpoly.edu  
https://dr.calpoly.edu/ | If you have a disability and need additional support during this process, please contact the Disability Resource Center (DRC) for assistance.  
**Virtual Services:**  
- Zoom or phone meetings with your access specialist  
- Online test-taking support  
- Alternative media services  
- Notetaking service coordination  
- Remote assistive technology support  
- General problem-solving support (e.g. transportation around campus, other) |
| **Retaining F-1 Visa Eligibility**  
**Applies to:** Students who are on a F-1 Visa | International Center  
Building 52, Room E32  
international@calpoly.edu  
(805) 756-1477  
**Virtual Office Hours:** 9am-5pm  
http://international.calpoly.edu/contact.html | 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 have impacts on your visa.  
If you are an international student or scholar, please send your email correspondence to: intlservices@calpoly.edu  
Communicate via email during the COVID-19 period. |
Understanding how absence impacts Financial Aid

Applies to: Work Study students and students receiving state and federal aid.

Financial Aid Office
Building 01, Room 212
https://www.calpoly.edu/financial-aid

During remote operations, Students, parents, and supporters can send their questions or request for a video meeting (via Zoom)
financialaid@calpoly.edu

Below is your Financial aid counselor’s contact information. Counselors are assigned based on last name.

**Aa-Ce**
Adrienne Garcia-Specht*  agarc275@calpoly.edu

**Cf-Fn**
Karen Foy kfoy@calpoly.edu

**Fo-Ke**
Heather Leis heleis@calpoly.edu

**Kf-Mz**
Tatiana Mendoza* tmendo05@calpoly.edu

**Na-Rt**
Jessica Todd  jtodd@calpoly.edu

**Ru-Zz**
Barbara Rollins brollins@calpoly.edu

**Cal Poly Scholars**
Nick Bryden nbryden@calpoly.edu

*Indicates Spanish Fluency

Taking a leave from Cal Poly, even for one term, could have implications for your financial aid.

**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

**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

**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.

**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/

**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):

- 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.

- 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.

Canceling your Cal Poly Housing Contract

Applies to: Students residing on campus

Cal Poly Housing Administration Office
Building 31
(805) 756-1226
housing@calpoly.edu
http://www.housing.calpoly.edu

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.

Housing staff will review and get back to you. This does not guarantee you will be let out of your contract. This is simply a request.
<table>
<thead>
<tr>
<th><strong>Individualized Change of Major Agreement (ICMA)/Change of Major</strong></th>
<th>Your ICMA is accessible through Poly Profile. In the Faculty/Staff approvals’ section of your agreement, find the “user name” for “Approver #1”</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applies to:</strong> Students with an ICMA in process</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Informal Time Off</strong></td>
<td><strong>Informal Time Off Form</strong></td>
<td>If you haven’t already, be sure to complete this form and read provided instructions. This includes important details relevant if you need more time away.</td>
</tr>
<tr>
<td><strong>Applies to:</strong> students taking 1-2 consecutive terms off</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Returning items to the Library</strong></td>
<td>Kennedy Library Building 35 <a href="mailto:library@calpoly.edu">library@calpoly.edu</a> Circulation desk: (805) 756-5760 <a href="mailto:circulation@calpoly.edu">circulation@calpoly.edu</a> Students in need of technology, please go to the <a href="https://its.calpoly.edu/techRentals">ITS Tech Rentals page</a> or call 805-756-7000. <a href="https://lib.calpoly.edu/">https://lib.calpoly.edu/</a></td>
<td>Contactless checkout of Kennedy Library-owned and CSU+ materials (excluding physical course reserves) and off-campus delivery available now! Pickup on Mon/Wed from 11 a.m. to 1 p.m. and Tue/Thu from 3 p.m. to 6 p.m. <a href="https://lib.calpoly.edu/return">Find out how to request materials.</a> <strong>During normal campus operations:</strong> Return all books and library materials, and pay any outstanding fines. If students are away from campus please email <a href="mailto:circulation@calpoly.edu">circulation@calpoly.edu</a> and inform them you are on leave and cannot return the book or item at present moment. Kennedy Library Building is currently closed. <a href="https://lib.calpoly.edu/return">24/7 live chat help is available.</a></td>
</tr>
<tr>
<td><strong>Applies to:</strong> Students with items on loan from Cal Poly Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Canceling your parking permit</strong></td>
<td>Transportation Services UPD building 36 (805) 756-6654 <a href="mailto:parking@calpoly.edu">parking@calpoly.edu</a> <a href="https://afd.calpoly.edu/parking">https://afd.calpoly.edu/parking</a></td>
<td>To request a permit or refund, please use your <a href="https://afd.calpoly.edu/parking">parking portal.</a> Email questions to <a href="mailto:parking@calpoly.edu">parking@calpoly.edu</a>.</td>
</tr>
<tr>
<td><strong>Applies to:</strong> Students who have a parking permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Canceling your Polycard/Campus Dining</strong></td>
<td>Campus Dining Building 19 (805)756-5939 <a href="mailto:campusdining@calpoly.edu">campusdining@calpoly.edu</a> <a href="https://www.calpolydining.com">https://www.calpolydining.com</a></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Applies to:</strong> Students with Campus Dining Plans</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Checking and settling your student account** | **Student Accounts**  
Building 01: Room 211  
805-756-1428  
studentaccounts@calpoly.edu  
Communicate via email during remote operations.  
https://afd.calpoly.edu/student-accounts/ | **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 prior to the first day of the academic term.  
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.  
**Holds:**  
**To ensure your ability to register on time,** 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.  
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. |
| **Continuing Student Employment**  
**Applies to: Students employed through the University** | **Student Payroll**  
Building 01  
Room 107  
Communicate via email during remote operations:  
payroll-services@calpoly.edu  
https://afd.calpoly.edu/payroll/students/ | Students who have temporarily interrupted their academic progress may be employed for an interim period not to exceed one quarter |
| **Withdrawing or canceling course registration** for the current and/or next term | **Academic Advisors** are available to help with this process.  
**First-year students:**  
Mustang Success Center  
Building 52-D37  
success@calpoly.edu  
https://success.calpoly.edu/  
**All other students:**  
College Advising Centers  
https://advising.calpoly.edu/advising-centers | **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".  
**Students taking Leave of Absence** (required if taking more than two consecutive terms away, not including summer):  
▪ Submitting a Leave of Absence form does not withdraw you from courses.  
▪ **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. |