

LEAVE OF ABSENCE – Educational Undergraduate Students

OFFICE USE

STUDENT ID:

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MAJOR:

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 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, but not enrolled in the term and not on academic probation.
- Note: 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

Advisor's signature Date

Department Chair/Head's signature Date

EDUCATIONAL LEAVE OF ABSENCE POLICY

A planned educational leave must contribute to a student's educational objective and be approved by the advisor and department chair/head.

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

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

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.

Students on educational leave are not required to apply for readmission provided they return to the same major and within the time period agreed upon when the application was approved.

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

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

Failing to return and enroll within the time limits specified by the leave agreement requires reapplication for admission, payment of an application fee and possibly new curriculum requirements.