

Filing Deadline: Before the 1st day of instruction for the semester during which the Planned Leave will begin.

Name ID Number

Address Phone Number

City State Zip Code E-mail

Major Undergraduate Graduate/Postbaccalaureate

Plan to Begin Leave Fall 20 ____ Spring 20 ____

Plan to Return From Leave Fall 20 ____ Spring 20 ____

Indicate reasons, *related to an educational goal*, why you wish to defer your enrollment. Describe plans for the semesters between now and the time you will return to Fresno State.

_____ Student Signature _____ Date

Recommendations

Approve Deny _____
Department Major Advisor _____ Date

Approve Deny _____
Department Chair / Graduate Program Coordinator _____ Date

EOP or International students must receive a recommendation from the appropriate individual listed below.

Approve Deny _____
EOP Counselor _____ Date

Approve Deny _____
International Student Services Counselor _____ Date

Students:
Once all approvals have been obtained, return this completed form to:
Admissions & Records Service Windows, Joyal Administration Building, North Lobby

For ARE Use Only

Academic Standing: _____

Approved Denied By: _____ Date: _____ Entered by: _____ Date: _____

Notes: _____

Planned Educational Leave of Absence Form Instructions

A Planned Educational Leave of Absence is a planned interruption or pause in a student's regular education during which the student temporarily ceases formal studies at California State University, Fresno while pursuing other activities that may assist in clarifying and contributing to educational goals.

The intent of the policy is to make it possible for a student to suspend academic work, leave the campus without jeopardizing rights and privileges, and later resume studies with a minimum of procedural difficulty.

A student who is approved for a Planned Educational Leave will be considered a continuing Fresno State student and will maintain "catalog rights." If the student registers at the conclusion of the granted leave she/he will not be required to reapply for admission.

These regulations and procedures apply to the Planned Educational Leave:

- * A student may be granted only one leave of absence during their undergraduate career and one leave of absence during their post-baccalaureate career. Planned Educational Leaves will be granted for **two to four** consecutive semesters. It is not necessary to file for a leave of absence for only one semester. Students may "stop out" for one consecutive semester and return the following semester without losing their registration eligibility.
- * Petitions for Planned Educational Leaves must be filed with the Admissions, Records, and Evaluations Office before the first day of instruction for the semester during which the leave is to begin. The request will be reviewed and the student will be notified of the decision.
- * Leaves must be supported by the faculty advisor and the department chair/graduate program coordinator. Leaves for EOP students must also be recommended by an EOP counselor. Leaves for international students must also be recommended by the Director, International Student Services and Programs.
- * A currently enrolled, fully matriculated student may be considered for a Planned Educational Leave. Leaves will not be approved for students in academically disqualified status or on contract to remove academic deficiencies.
- * It is expected that a Leave will be primarily devoted to non-classroom activities. A Leave will not be approved if the student plans to attend another institution unless the coursework she/he seeks is not available at Fresno State. Any academic credit earned while on a Planned Educational Leave will be accredited by Fresno State if permission is granted for the credit in advance.
- * If the Registrar disagrees with the faculty/chair recommendation, the Dean of Undergraduate Studies or the Dean of Graduate Studies will make the final decision.