

A Leave of Absence is a planned interruption or pause in a student's regular academic attendance. In effect, the student temporarily ceases formal studies at Fresno State while pursuing other activities that may assist in clarifying and/or contributing to educational goals. It may also involve a military or medical leave.

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 Leave of Absence will be considered a continuing Fresno State student and will maintain "catalog rights." If the student registers at Fresno State at the conclusion of the granted leave, (an) application for readmission will not be required.

These regulations and procedures apply to the Leave of Absence:

1. Who is eligible?

- An undergraduate student who has completed one semester at Fresno State.
- A postbac/graduate student who has completed one semester at Fresno State.
- Students in Good academic standing

2. Who is not eligible?

- Students dismissed due to academic deficiencies or disciplinary actions are not eligible for leaves of absence.
- Students with probation, disqualified, academic standing, or readmitted on probation.
- Students enrolled only in extension courses or as auditors are not eligible for leaves of absence.
- This leave of absence petition is **NOT** for students who will be taking courses at another accredited college/university. Fresno State students who will not be enrolled at Fresno State for only one semester **DO NOT** need to petition for a leave of absence. Students are granted an automatic leave of absence or "stop out" for one semester per University policy.
- Student seeking a leave longer than four semesters

3. What if I need to file this petition in the middle of the semester?

- Enrolled Fresno State students requesting leaves during a semester must follow withdrawal procedures. All contractual agreements (housing, financial aid, etc..) must be satisfactorily terminated. Exception for military leave.

4. Types of Approved Leaves of Absence:

Medical

- A statement from a medical professional is required verifying the time frame for the leave.
- In the event a medical leave needs to be extended beyond the original approved leave, an additional leave of absence petition and medical verification will be required.

Military

- A copy of military orders indicating duration of service is required.
- Signature from Veterans Services Office staff is required.

Planned Educational

- This option is **not** for students who will be taking courses at another accredited college/university, unless the coursework the student seeks is not available at Fresno State.
- Students may petition for planned educational leaves to pursue educationally related activities that will enhance the prospect of successful completion of their academic programs. For example: an Anthropology major taking a year off to volunteer at an archeological dig site in Chile.
- Department recommendation is required.

- Completed petition
- Reason for request should be a concise statement as to why you are requesting a leave
- For medical leaves: statement from medical professional including time frame for leave
- For military leaves: a copy of your military orders indicating duration of service and signature from Veterans Services Office staff
- For educational leaves: you must obtain signature of your Department Major Advisor & Department Chair
- If you are a graduate student, you must obtain an additional signature of your Graduate Program Coordinator
- If you are part of EOP or ISSP, a signature from an advisor is required.

What Happens Next?

1. Submit completed form with documentation to the Office of the University Registrar, Joyal North Lobby, Student Services Center.
2. Notification of the leave of absence decision will be e-mailed to you for your records within approximately two weeks.
3. Students who do not return to Fresno State at the conclusion of their planned leaves or those who are absent beyond the time limit are required to reapply for admission to the University.
4. As long as you are returning the semester indicated on your petition, you will automatically receive a registration appointment for that semester. Log in to your Student Center to find out your registration appointment by the beginning of April for Fall registration and by the beginning of October for Spring registration.
5. If the University Registrar denies your request, the Dean of Undergraduate Studies or the Dean of the Division of Research and Graduate Studies will make the final decision.
6. For general questions regarding leaves, please contact the Office of the University Registrar at (559) 278-2261

Important Note: If you are a student who borrowed from the Federal Direct Student Loan Program, taking a leave from school may cause your loan repayment to begin. Please talk to a Financial Aid Counselor before submitting this request to know your options and obligations.

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

Name _____ ID Number _____

Mailing Address _____ Phone Number _____

City _____ State _____ Zip Code _____ E-mail _____

Major _____ Undergraduate Graduate/Postbaccalaureate

Type of Leave		Plan to Begin Leave	Plan to Return From Leave
<input type="checkbox"/> Medical	<input type="checkbox"/> Educational	<input type="checkbox"/> Fall 20 ____	<input type="checkbox"/> Fall 20 ____
<input type="checkbox"/> Military		<input type="checkbox"/> Spring 20 ____	<input type="checkbox"/> Spring 20 ____

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

I have read and understand the instructions and policies regarding a Leave of Absence.

_____ Student Signature _____ Date

Recommendations		* signatures required for military leaves only	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
		Department Major Advisor	Date
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
		Department Chair / Graduate Program Coordinator	Date
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
		* Veterans Services	Date
EOP or International students must receive a recommendation from the appropriate individual listed below.			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
		EOP Counselor	Date
<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
		International Student Services Counselor	Date

Students: Once all approvals have been obtained, return this completed form to:
Joyal Administration Building, North Lobby, Student Services Center

For Registrar Use Only

Academic Standing: _____

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

Notes: _____
