

Request for Leave of Absence

Graduate Degree or Credential Students

RETURN FORM TO: OFFICE OF GRADUATE STUDIES, MH-103Name _____ Student I.D. Number _____
Street _____ Telephone () _____
City/State _____ Zip Code _____

Degree or credential objective (e.g., M.A. History or Single Subject Credential, etc.): _____

Policy:

Students must be in good academic standing and have completed at least six units toward the degree or credential in residence at Cal State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day of classes for the semester being requested.

Supporting documentation must be attached to this form for leaves requested longer than one semester. A leave of absence is normally not granted for longer than two consecutive semesters. An approved leave does not extend the time limit imposed by the State for completing degree or credential requirements. It also does not exempt students from new credential requirements imposed by the State regardless of catalog year.

Instructions:

Complete and submit this form to the Office of Graduate Studies, McCarthy Hall, Room 103. You will receive notification of the decision by mail within 2-3 weeks.

Reason(s) for requesting a leave of absence (attach documentation, as appropriate): _____

_____Semester(s) being requested: _____ Have you taken a previous leave? YES NO

Semester(s) of any previous leave: Fall _____ Spring _____

Today's date _____ Signed: _____

OFFICE USE ONLY: Approval: Fall _____ Spring _____ Denial _____
Associate Vice President, Graduate Programs & Research _____ Date _____

Return by: _____ (Student must return by specified semester to maintain continuous enrollment.)

Denied _____

Signature _____ Date _____

Copies: Original Records
 Yellow Student
 Pink DepartmentComments: