LEAVE OF ABSENCE
GRADUATE AND CREDENTIAL STUDENTS

Policy & Procedures

Continuous enrollment is a normal expectation of graduate degree and credential students. Graduate degree or credential students may be granted a leave of absence (LOA) to maintain continuous enrollment. Continuous enrollment means that a student registers in every Fall and Spring semester, following admission to the University, until award of the degree or credential.

An LOA normally is not granted for more than one semester. Students who have had a leave of absence of one semester who request a successive leave, and students requesting any leave of a duration longer than one semester, must have their request endorsed by the appropriate degree program authority (normally the department chair or graduate advisor) and approved by the Associate Vice President for Academic Programs or their designee. Appropriate substantial documentation must be provided.

An LOA granted to a degree objective student also preserves the election of curriculum rights regarding catalog requirements. However, a leave granted by the University does not extend time limitations imposed by the State for completing degree or specific teaching credential requirements.

An LOA may be granted to:
(1) conditionally classified or classified graduate students who have completed at least 6 units (master’s & DNP students) or 8 units (Ed.D. students) while in residence at this university toward the degree, or
(2) students with a credential-only objective who have completed at least one semester of course work.

Grounds for requesting a leave of absence include:
A. Illness or disability (permanent or temporary) or similar personal exigencies including pregnancy that makes it impossible or inadvisable for a student to register for classes.
B. Activities that enhance a student’s professional career objectives.
C. Active duty in the armed forces of the United States.
D. Severe financial hardship.
E. Other reasons at the discretion of the Associate Vice President for Academic Programs or their designee.

LEAVE REQUESTS FOR A DURATION LONGER THAN ONE SEMESTER REQUIRE APPROVAL BY THE STUDENT'S DEPARTMENT & APPROPRIATE SUBSTANTIAL DOCUMENTATION DETAILING THE CIRCUMSTANCES (E.G., DOCTOR'S NOTE, EMPLOYER'S VERIFICATION, ETC.) THAT MAKES IT IMPOSSIBLE OR INADVISABLE TO REGISTER FOR CLASSES.

An approved leave of absence authorizes the student to return and continue under the catalog requirements that applied prior to the absence. However, a leave granted by the University does not exempt the credential candidate from new credential requirements imposed by the State of California regardless of the student’s catalog year.

In the case of non-approved breaks in enrollment, the student will have to reapply for admission to the university and to the chosen degree program. A place in the degree/credential program or in the university will not be held for the student in these circumstances.

Return completed leave request forms to:
Graduate Studies Office, McCarthy Hall 112
Request for Leave of Absence
Graduate Degree or Credential Students

Name __________________________ CWID __________________________
Street __________________________ Telephone (______)
City/State __________________________ Email __________________________
Zip Code __________________________

Degree or Credential Program (e.g., M.A. History or Single Subject Credential, etc.): __________________________

Policy:
Students must have completed at least 6 units (master’s & DNP students) or 8 units (Ed.D. students) toward the degree, or if a credential student, students must have completed at least one semester of coursework, while 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.

A leave of absence is normally not granted for more than one semester. Leave requests for a duration longer than one semester REQUIRE approval by the student’s department and the Associate Vice President for Academic Programs or their designee. Appropriate substantial documentation detailing the circumstances that make it impossible or inadvisable to register for classes (e.g., doctor’s note, employer’s verification, etc.) must be provided. 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 112, before the first day of classes for the semester being requested. 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 ☐

If yes, what Semester(s) were the previous leave: Fall _________ Spring _________ Summer _________

Today’s date __________________________ Student Signature: __________________________

OFFICE USE ONLY:

☐ APPROVAL: Fall _________ Spring _________ Summer _________ RETURN BY:
(Student must return by specified semester to maintain continuous enrollment.)

☐ DENIAL: Reason: __________________________

________________________________________________________
Asst VP of Graduate Studies, or designee

________________________________________________________
Signature

Date

Date

Copies: Original Records
Yellow Student
Pink Department

Comments: __________________________

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