

<p>University Policy Statement California State University, Fullerton</p>
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## UPS 320.001

# COOPERATIVE EDUCATION PROGRAMS AND PLANNED EDUCATION LEAVES

### **POLICY:** Planned Education Leaves for Cooperative Education Students

The chair of a department or division, or the program coordinator, may develop planned educational leaves for Cooperative Education Programs with area business, educational, or governmental agencies to implement cooperative education programs for qualified students leading to undergraduate or graduate degrees. Students selected will either attend the university on a full-time basis or work a full-time schedule. Students may, because of the nature of the program, enroll in the university on a part-time basis during the “work” cycle of the program. Students who maintain part-time enrollment during the work cycle need not apply for Planned Education Leaves, as they will be automatically carried as continuing students.

### **PROCEDURE:**

1. Students identified by a program coordinator or chair of a department/division as participating in Cooperative Education Programs with area business, educational or governmental agencies shall be eligible for Planned Educational Leaves during the “work” cycle of their Cooperative Educational Program. The appropriate administrator, as above, shall provide a list of the participants in Cooperative Educational Programs to the Registrar and to the Center for Internships and Cooperative Education.
2. Cumulative Planned Educational Leaves shall not exceed three academic semesters; single leaves shall not exceed two academic semesters.
3. The Registrar shall provide the students with the policy statement on Planned Educational Leaves with instructions and forms for applying for such leaves.

4. Students submit an application approved by the Dean of the school for a Planned Educational Leave to the Registrar and to the Center for Internships and Cooperative Education.
5. The Registrar verifies the student as a participant, and authorizes the Planned Educational Leave.
6. A student on Planned Educational Leave is carried as a continuing student in University records.
7. The permanent academic record of the student shall have an entry as follows:

Planned Educational Leave \_\_\_\_\_ semester, 19\_\_\_\_.

**REMOVAL:**

If, for any reason, a student does not meet the conditions of the department, division or program, Cooperative Education Program and is removed from the list of participants, he/she shall not be eligible for the rights and privileges of continuing student status of the Planned Educational Leave Program. In such cases, the appropriate administrator shall notify the Registrar.

**RATIONALE:**

The trustees of the California State University and Colleges have recently adopted amendments to Title 5 to facilitate planned student leaves for educational purposes. The purpose of such leave policies is to permit the student to be absent from regular attendance for one or more terms while maintaining the rights and privileges of continuing enrollment status. All applicants for Planned Educational Leave shall have two common characteristics: (1) an intention to return to formal study within a specified period, and (2) a plan for how the time is to be spent in relation to an educational objective.

**EFFECTIVE DATE: July 24, 1974**