

possible for a student to suspend his academic work, leave the campus without jeopardizing the rights and privileges normally associated with continuous attendance, and later resume his studies with a minimum of procedural difficulty. A student who is approved for a planned leave will be considered as maintaining his status as a continuing CSUF student. He may, therefore, enroll for classes at the end of his approved leave without reapplying for admission and may continue at CSUF without change in graduation requirements.

Planned educational leaves may be granted for a variety of reasons or projects, but certain characteristics must be contained in any request for a leave:

1. The student must have a definite objective, which in the judgment of the Admissions Committee, will contribute to his educational goals and objectives.
2. The request must be for a specific period of time which shall not exceed one academic year.
3. The student must plan to return to CSUF at the conclusion of his leave.

The following regulations will apply to the planned educational leave:

1. A student who has been admitted to a fully matriculated session may be considered for a planned educational leave.
2. A student may be granted only one leave as an undergraduate and one leave as a graduate student.
3. Planned educational leaves will be granted for up to one academic year.
4. Leaves must be recommended by a faculty member or by a member of the counseling staff.
5. Petitions for planned educational leaves must be filed (with the appropriate recommendation) with the Admissions Officer two weeks before the first day of classes for the semester during which the leave is to begin.
6. Leaves will not be approved for students in disqualified status or on contract to remove academic deficiencies.
7. It is expected that a student will devote his leave primarily to nonclassroom activities. While on leave, however, a student may enroll at another educational institution if the course work he seeks is not available at CSUF. Any academic credit earned while on a planned educational leave will be accredited by CSUF only if permission is granted for that credit in advance by the Admissions Committee.
8. Students who do not return to the University at the conclusion of their planned educational leave and those who enroll elsewhere without permission of the Admissions Committee, will be considered to have withdrawn from the University at the end of their last semester of regular enrollment at CSUF.

Students wishing to apply for a planned educational leave should follow these procedures:

1. Obtain a petition for a planned educational leave from the Admissions Office.
2. Complete the petition and obtain the appropriate recommendations and return them to the Admissions Office.
3. The request will be considered by the Admissions Committee and the student will be notified of the decision.

#### **WITHDRAWAL**

The **W** grade indicates that the student was permitted to drop the course after the fourth week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in computation of grade-point average or progress points.

#### **AUDIT STATUS**

Persons wishing to attend classes without matriculating or receiving college credit may register as auditors. Auditors must register during the late registration period in the usual way and pay the same fees as would be charged if the courses were taken for credit. (Nonresident students will be charged nonresident tuition.) Credit for courses audited will not subsequently be granted on the basis of the audit. Students enrolled in audit status only may not transfer to credit status without completing admission procedures. This must be done within the first two weeks of instruction.

Matriculated students may audit courses in addition to those in which they are registered for credit. No students enrolled for credit in any class may transfer from credit status to audit status or from audit status to credit status after the first four weeks of classes. A student