

PLANNED EDUCATIONAL LEAVE OF ABSENCE

A planned educational leave of absence is defined as a planned interruption or pause in a student's regular education during which he temporarily ceases his formal studies at California State University, Fresno, while pursuing other activities that may assist in clarifying his educational goals, provide job opportunities and practical experiences away from the campus, allow time for the solution of personal problems, and enhance the prospect of successful completion of his academic program. The intent of the policy is to make it 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. Graduate students must be recommended by the Dean of Graduate Studies; international students by the Coordinator of International Student Counseling.
5. Petitions for planned educational leaves must be filed (with the appropriate recommendation) at the Admissions Office 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 Officer.
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 Officer 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 student will be notified of the decision by the Admissions Officer.

SCHOLARSHIP STATUS**SATISFACTORY SCHOLARSHIP**

Satisfactory scholarship means at least a **C** average (2.0 grade-point average or twice as many grade points as units attempted) and satisfactory progress toward a degree (twice as many progress points as units attempted).