PLANNED EDUCATIONAL LEAVE GUIDELINES
FOR GRADUATE STUDENTS
ACADEMIC SENATE POLICY S85-130
At its meeting of March 26, 1985, the Academic Senate approved the following policy on planned educational leave guidelines for graduate students:

General Provisions

Graduate students who have been officially admitted to, and who are actively pursuing master's degree and/or credential programs, offered by the University may qualify to absent themselves from enrollment in the institution for periods up to two academic years and still maintain the option of continuing student status.

As a consequence of a leave of absence, it is expected that a student will improve his/her ability to complete the program.

A planned academic leave does not change the beginning or ending dates of the seven-year completion of degree requirement for master's degree candidates.

Conditions
To be eligible for a leave of absence, a student must:

1. have been officially admitted to a master's and/or credential program offered by the University

2. have a Graduate Approved Program (GAP) on file in the Office of Graduate Studies,

3. be in good academic standing, and

4. have completed acceptable course work toward the identified objective prior to the effective date of the leave.
Procedures

1. A graduate student must request and receive
   approval of an educational leave not later than the end of the semester
   following his/her last enrollment. If approved, the leave will begin with
   the first semester following last enrollment on this campus.

2. Application forms for planned educational
   leaves can be obtained from the Office of Graduate Studies.

3. An applicant must obtain the approval of
   his/her advisor and department chair and return the completed application
   to the Office of Graduate Studies.

4. The Office of Graduate Studies will make
   the judgment whether applications satisfy the conditions stated in the
   policy. If denied, applicants will be notified directly by the Office
   of Graduate Studies. If approved, the recommended action will be forwarded
   to the Director of Admissions and Records, who will be responsible for
   notifying the student of the approval, along with any needed instructions
   for re-registration in the University at or prior to the conclusion of
   the leave.

5. It will be the student's responsibility to
   contact the Director of Admissions and Records during the first half of
   the semester prior to the conclusion of the leave to assure that
   the needed registration materials will be activated for the term of re-entry.
   Students are also responsible for notifying their major department of
   their intent to re-register in a specific term.

6. If a student fails to register by the semester
   of scheduled return, he/she must go through the full procedures for
   readmission
   to the University.
If a student finds that he/she needs to change
the period of the leave, he/she may apply for changes using the procedures
outlined above. Such changes must be requested and approved prior to the
6. end of classes of the semester before his/her scheduled return. Such changes
will be considered for periods up to the maximum allowed; however, only
in very unusual circumstances will the total length of the leave (original
plus proposed change) be allowed to exceed the maximum of two years.

**APPROVED BY PRESIDENT WOO, APRIL 9, 1985**