

Reference Number: S85-130

Senate Approval Date: Tuesday, January 01, 1985

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

1. 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

2. is expected that a student will improve his/her ability to complete the program.

A planned academic leave does not change

3. 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:

- a. have been officially admitted to a master's and/or credential program offered by the University
- b. have a Graduate Approved Program (GAP) on file in the Office of Graduate Studies,
- c. be in good academic standing, and have completed acceptable course work toward
- d. the identified objective prior to the effective date of the leave.

Procedures

A graduate student must request and receive

1. 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.

Application forms for planned educational

2. leaves can be obtained from the Office of Graduate Studies.

An applicant must obtain the approval of

3. his/her advisor and department chair and return the completed application to the Office of Graduate Studies.

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

4. 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.

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

5. 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.

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 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
