

1 California State University, Long Beach

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3 Policy Statement 84-06

4
5 December 7, 1984

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8 [This Policy Statement supercedes Policy Statement 73-2.]

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10 This policy was recommended by the Academic Senate on November 29, 1984
11 and received the concurrence of the President on December 7, 1984.

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14 SUBJECT:

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16 **EDUCATIONAL LEAVE**

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18 Any registered student, undergraduate or graduate, in good academic standing
19 may request an Educational Leave. The student requesting an Educational
20 Leave shall complete an Educational Leave Form, IN ADVANCE, including an
21 explanation of his or her reasons for seeking the leave and a statement of when
22 he or she intends to resume academic work. The completed form is to be
23 submitted for approval to the student's department chair (undergraduate) or
24 graduate advisor.

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26 The minimum initial leave will be one full semester; the maximum will be one
27 calendar year. A student may request, in writing, in advance, an extension of
28 leave. Under no circumstances shall the total number of approved educational
29 leaves exceed two, nor shall the duration of approved educational leaves extend
30 beyond two calendar years.

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32 Students returning from an approved educational leave are required to submit an
33 application form but will not be required to pay another application fee. Students
34 returning from an absence for which an educational leave was appropriate but
35 not approved, in advance, must pay the reapplication fee.

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37 Graduate students who plan to enroll for credit at another institution of higher
38 education during the leave period must obtain prior approval for the transfer of
39 course credit to the student's program from the department graduate advisor,
40 department chair, and the school Dean or designee.

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42 The period of an educational leave is counted in the calculation of elapsed time
43 under the regulations governing the maximum period for completion of degree
44 requirements (seven years for graduate students).

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46 For the period of an educational leave the student's rights under the Election of

47 Regulation rule are preserved, maintaining the right of the student to elect
48 regulations as if he or she had maintained continuous attendance.

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50 Students who fail to enroll in two or more consecutive semesters PLACE
51 THEMSELVES in jeopardy under the continuous enrollment provisions of the
52 election of regulations rules. This includes the automatic loss of "advanced to
53 candidacy (candidate)" status. Moreover, students who break residency and lose
54 candidate status do not have a presumptive right to "reinstatement" of their
55 candidacy. These students should be required to go through the process of
56 "readvancement."

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58 An educational leave presupposes no expenditure of University resources or
59 faculty and staff time in the behalf of the student during the period of the leave. In
60 addition, no computer facilities, no library privileges, and no student services are
61 available to a student on educational leave.

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63 EFFECTIVE: Immediately

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