

1 California State University, Long Beach

2  
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.

36  
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).

45  
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.

49  
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.

62  
63 EFFECTIVE: Immediately

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Obsolete Policy