



## Leave of Absence

Advanced degree (master's, doctorate) and credential seeking students who plan to be absent from the university for one term or more must file a leave of absence to preserve their current catalog rights (Title 5, Article 5, Sec. 40401). A petition, available through the Office of the Dean of Graduate Studies, CE 356, (909) 537-5058, must be filed and approved.

With an approved leave of absence, the student may be absent from the campus without losing rights to the specific degree requirements for the catalog year in which they were admitted (Title 5, Article 5, Sec. 40401). Students who discontinue their studies without an approved leave must reapply to the university when they return and may lose their catalog rights.

The leave of absence policy covers interruptions which are involuntary (medical) or voluntary (military, personal or planned educational leave). Petitions for leaves of absence should be filed in advance of the interruption in enrollment. Medical and military leaves may be considered retroactively if supported by individual circumstances, but those leaves must be filed no later than census date of the first regular term of non-attendance. Personal and planned educational leaves cannot be retroactive since they constitute an agreement or "contract" which must be set in advance. The maximum duration for any leave is two calendar years.

**Note:** Students who have completed all course work and are working on the thesis, project, or dissertation, or who are preparing for the comprehensive exam, must register each term for the appropriate continuous enrollment course required for their program until the degree is granted.

Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action. Other students ineligible for leaves of absence are those who are not completing any degree applicable course work, those who are enrolling only in extension courses, those who are only auditing courses, and those who have not completed their first term in their current program.

Students who do not return to CSU, San Bernardino at the conclusion of their planned leaves and those who enroll elsewhere without permission of the Office of the Registrar will be considered to have withdrawn for the university at the end of their last term of regular enrollment.

## **Types of Leaves and Requirements**

**Medical Leave:** Requests must be accompanied by a statement from a medical doctor verifying the reason for the leave and the length of recuperation. The statement should be on the doctor's letterhead. Leaves for pregnancy are restricted to the term of delivery unless verified medical circumstances indicate a longer time is required for recuperation. Exceptions to the two year limit may be granted under extenuating circumstances.

**Military Leave:** CSUSB supports students called to active duty in the U.S. Military. The Military Leave Policy and forms are available from the Veterans Success Center.

**Planned Education Leave:** Since students usually maintain their catalog rights, courses completed at other institutions must have received prior approval in order to count toward the degree program at CSU, San Bernardino. Therefore, a student must also file a concurrent enrollment form with the Office of Graduate Studies to obtain that approval. Failure to file a concurrent enrollment form may result in coursework not being accepted. Upon return, transcripts must be submitted showing the courses taken. A maximum of six (6) consecutive quarters (4 consecutive semesters) may be approved. (Summer does not count as a term.)

**Personal Leave:** This option allows time to address personal matters and thus enhance the prospect of successful completion of the academic program. When completing the form, students should briefly describe the reasons for the proposed leave of absence.

### **Instructions:**

1. Fill out the attached form and include any necessary documentation.
2. Submit the form to your graduate coordinator for review and signature. If submitting confidential documentation, work with your coordinator to determine how you should send the information to them.
3. Once the form is signed by your program coordinator send the form to gradstud@csusb.edu.\*  
***\*Submitting a Medical Leave of Absence Request? Do not send medical or other confidential documentation via email. Use our secure folder to submit your request and attached any required documents.***
4. Once your request has been reviewed, you will receive an email and a copy of the form via Adobe Sign. You may download the form for your records. The form will automatically be sent to the Office of the Registrar for final processing.
5. Return to the university by the end of your leave. Students returning from a leave of absence earlier than the date approved must complete a "Readmission from a Leave of Absence" form and submit it to the Office of the Registrar. Students who do not return by the end of the approved leave will be discontinued. Contact the Office of Graduate Studies at (909) 537-5058 if you need to extend your leave.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**REQUEST FOR LEAVE OF ABSENCE**

Leaves are required for any student who will be absent from the University for one term or more.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Coyote ID# \_\_\_\_\_  
Campus Email \_\_\_\_\_

Last Term Completed (e.g., Spring 2021) \_\_\_\_\_  
Term Leave Will Start (e.g., Fall 2021) \_\_\_\_\_  
Returning Term (e.g., Fall 2022) \_\_\_\_\_

Current Graduate Program and Option: \_\_\_\_\_

**Type of Leave Requested:**

**Medical Leave of Absence.** Requests must be accompanied by a statement from a medical doctor explaining why enrollment must be interrupted. A doctor's statement verifying the reason and the length of recuperation on the doctor's letterhead must be attached. Leaves for pregnancy are restricted to the term of delivery unless verified medical circumstances indicate a longer time is required for recuperation. Exceptions to the two year limit may be granted under extenuating circumstances.

**Military Leave of Absence.** Attach copy of military orders. A maximum of 12 consecutive quarters (8 consecutive semesters) may be approved.

**Planned Educational Leave.** Identify the institution you will attend and list the courses you plan to take. Upon return, transcripts must be submitted showing the course taken. A maximum of 6 consecutive quarters (4 consecutive semesters) may be approved. (Summer does not count as a term.)

**Personal Leave**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: All students returning from an approved leave of absence earlier than stated above must submit a Readmission from a Leave of Absence form to the Office of the Registrar.

**Department and Graduate Studies Certification – Required for all leaves.**

\_\_\_\_\_  
Student (Sign)

\_\_\_\_\_  
Program Coordinator (Sign)

This section is for Graduate Studies use only and must be completed for all requests.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Graduate Studies Signature