

APPLICATION FOR PLANNED EDUCATIONAL LEAVE
San Francisco State University

NOTE: You must read the guidelines for an educational leave before completing the following.

Name (as on University records): _____
Last First Middle

Student ID #: _____

Address (where you can be reached during absence): _____ Phone: _____

_____ e-mail: _____

1. **Required for Leave Consideration** (You must be able to check one in each of a. and b. below):
 - a. Indicate the post-baccalaureate program(s) you have been officially admitted to and have been actively pursuing:
 - Graduate Degree: (title) _____
 - Credential: (title) _____
 - b. Indicate which of the following has been filed:
 - A Graduate Approved Program (GAP) with the Division of Graduate Studies.
 - A Credential Approved Program (CAP) with the School of Education.
2. Indicate last term enrolled before leave is to begin: _____
If granted a leave, indicate term you plan to reenroll: _____
3. Identify briefly the reason(s) for requesting a leave of absence and how your plan of activities during the leave will be supportive of the pursuit of your degree and/or credential objective.

Student's signature

Date

Student – Do Not Write Below This Line

ADVISOR'S REVIEW

Approved Not Approved

Comments _____

Signature _____

Date _____

DEPARTMENT CHAIR'S REVIEW

Approved Not Approved

Comments _____

Signature _____

Date _____

ACTION BY DEAN OF GRADUATE STUDIES

Approved Not Approved

Signature _____ Date _____

PLANNED EDUCATIONAL LEAVE GUIDELINES FOR GRADUATE STUDENTS

GENERAL PROVISIONS

- Graduate students who have been officially admitted to, and who are actively pursuing a master's degree and/or credential program offered by the University may qualify to absent themselves from enrollment in the institution for periods of 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. Therefore, a petition for the leave must clearly demonstrate that during the absence from the University the student will be doing something significantly relevant to his/her graduate program at this campus.
- **Requests for health, or other personal reasons, are not recognized for the purpose of granting a leave of absence in accordance with University policy. In these cases, students must reapply for admission when they are ready to resume their studies in the University.**
- 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:

- be a U.S. citizen or resident alien (foreign students ineligible);
- have been officially admitted to a master's and/or credential program offered by the University;
- have a Graduate Approved Program (GAP) on file in the Division of Graduate Studies, or Credential Approved Program (CAP) on file in the Credentials Office in the School of Education;
- be in good academic standing, and
- have completed acceptable course work toward the identified objective prior to the effective date of leave.

PROCEDURES

- A graduate student must request and receive approval of an educational leave not later than the end of the semester of his/her last enrollment. If approved, the leave will begin with the first semester following last enrollment on this campus.
- An applicant must obtain the approval of his/her advisor and department chair and return the completed application to the Division of Graduate Studies.
- The Division 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 Division of Graduate Studies. If approved, the recommended action will be forwarded to the Records and Registration office, 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 Records and Registration office during the first half of the semester prior to the conclusion of the leave to assure 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 the student fails to re-register by the semester of the scheduled return, she/he must go the full procedures for readmission to the University.
- If a student finds that he/she needs to change the period of the leave, she/he 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.