

Academic Affairs Manual

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Subject: Planned Leave for
Undergraduates

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Planned Leave for Undergraduates

Overview

- 1.0 Students who wish to leave California State University, Dominguez Hills (CSUDH/ the University) temporarily must register for a Planned Leave.
- 2.0 Requiring students to register for a Planned Leave assists the University's retention efforts.
- 3.0 The policy allows the University to monitor students and facilitate their return to the University.

Requirements for Students Applying for a Planned Leave

- 4.0 Undergraduate students in good standing may request a Planned Leave for one of the following reasons:
 - 4.1 Medical
 - 4.2 Financial
 - 4.3 Military Service
 - 4.4 Travel
 - 4.5 Pursue Educational Activities, which may include:
 - 4.5.1 Enriching a student's academic program
 - 4.6 Clarify Educational Goals
- 5.0 Students must file a petition for a Planned Leave prior to the first semester the leave begins.
- 6.0 Financial Aid recipients must consult with the Financial Aid Office before applying for a Planned Leave.
- 7.0 Students **MAY NOT** file for a Planned Leave retroactively.
- 8.0 Students classified as "On Leave" are not considered as regularly enrolled students and are not entitled to campus services.
- 9.0 Students classified "On Leave" **may** confer with academic advisors and others related to leave activities and plans for re-enrollment.
- 10.0 Students may request leave for a *minimum* of one (1) full semester and for a *maximum* of two calendar years.
- 11.0 A student on an approved Planned Leave will retain catalog rights as long as s/he registers in the same major.
- 12.0 Visa students should consult with the College of Extended and International Education before applying for a Planned Leave.

Approved: Dr. Michael E. Spagna, Provost and Vice President for Academic Affairs

Date: September 8, 2017