



# Leave of Absence Request

**Instructions:** This form is used to request a formal leave of absence from the university

1. Complete all parts of the form, obtain any required signatures, and consult with other offices as needed.
2. Submit completed leave of absence request prior to the first day of the semester for which you are requesting leave to the Office of the Registrar via email: [records@csumb.edu](mailto:records@csumb.edu). Request must be sent from your CSUMB email.
3. You will be notified via email of your request status. All communication will be sent via CSUMB email.

**Part 1: Student Information**

Student ID	Last Name	First Name
Phone Number	E-mail Address	
Class Level	Major	

**Part 2: Leave Terms**

Term Leave Begins \_\_\_\_\_

Term Returning from Leave \_\_\_\_\_

**Part 3: Type of Leave Requested (Select one)**

Personal Leave-Financial hardship

Health Related Leave-Self

Personal Leave-Job conflict

Health Related Leave-Other

Personal Leave-Other

Military Leave

Educational Leave-attend other learning institution

Educational Leave-attend foreign study program

**Part 4: Reason for leave of absence request (required):**

*Please explain the reason for the leave and clarify how this leave will assist you in reaching your educational goals and objectives.*

**Part 5: Additional Authorizations:**

*Please obtain authorization from required areas and consult any other areas that may need to be aware of your planned leave.*

Authorizing Areas and Type of Authorization	Required For	Signature	Date
Financial Aid Representative Consult	FA recipients		
Graduate Program Coordinator Approval	Grad Students		
International Programs Advisor Approval	Intl F1 Stdnts		
VA Coordinator Consult	Veterans Benefits		



# Leave of Absence Request

## Part 6: Formal leave of absence guidelines and conditions (Enrollment & Registration Policy 6.0)

### Eligibility

- Only continuing, matriculated students are eligible for a leave of absence. A student must have attended at least one term before requesting a leave of absence. Any registered classes must be dropped before a leave request can be approved.
- Continuing undergraduate and credential students are allowed a one semester informal absence without needing to file a Leave of Absence Request; continuing graduate students are NOT allowed an absence without submitting a Leave of Absence Request.

### Deadlines

- Request forms must be received in the Office of the Registrar prior to the first day of the semester for which the leave is requested.
- Students on leave will be provided registration information for the semester they are to return via CSUMB email. Students should monitor their university email account for these messages.

### Limitations

- A formal leave of absence may be granted for a minimum of one and a maximum of four total semesters.
- Students that have applied for a graduation term that is during the requested leave semesters will have their expected grad term moved to the requested semester of return and will be charged the corresponding graduation date change fee.
- While on leave a student is not considered “enrolled” and is not eligible for any services from the University (except for maintaining the university email account).
- Failure to return from leave as specified in the approved leave of absence request will be considered withdrawal from the university. Under such circumstances, re-enrollment will require a full application for readmission under the same circumstances as any new or returning applicant including enrollment in the curriculum in effect at the time of re-enrollment.
- Students returning early from leave or cancelling their leave request must notify the Office of the Registrar in writing.
- Retroactive leaves of absence will NOT be approved.

## Part 7: Student Signature

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>				<b>Revised 8.10.22</b>
Approved	Denied	CMS Updated:	Student Notified:	Process Date: