

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. 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.

Student ID	Last Name		1			
	Last Ivallie		First Name			
Phone Number	E-mail Address	ress				
Class Level	Major					
art 2: Leave Terms	•					
Term Leave Begins	Leave Begins Term Returning from Leave					
art 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 f	Educational Leave-attend foreign study program					
art 4: Reason for leave of absenc	e request (required):					
		ill assist you in re	eaching your educational goals and objectives.			

Part 5: Additional Authorizations:

Please obtain authorization from required areas and notify 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		



Monterey Bay. Office of the Registrar 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:		
OFFICE USE ONLY				Revised 8.08.24		
	Approved	Denied	CMS Updated:	Student Notified:	Process Date:	