



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

**<Senate Policy/Division>**

**Approved By:** <Office Use Only>  
<Office Use Only>

**Policy Number:** <Office Use Only>

**Effective Date:** <Office Use Only>

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## Policy on Leave of Absence

### **PURPOSE:**

Revise SP 03-06 for additional clarity on eligibility and length of leave.

### **BACKGROUND:**

To encourage students to return to CSUCI, this policy will extend formal leave of absence to probationary students and also create a provision to automatically place eligible students on an informal leave of absence for a second semester. Additionally, this policy will clarify that students who have not completed at least one semester at Channel Islands are typically not eligible for a leave of absence. SP 03-06 is not explicit that newly admitted students are not eligible for academic leave.

### **POLICY:**

#### **Accountability:**

Registrar's Office; Academic Affairs

#### **Applicability:**

All students at CSU Channel Islands

#### **Definition(s):**

***Informal leave of absence:*** A leave of absence in which a student is not registered in classes and has not filed leave of absence paperwork with the Registrar's Office. Limited to two consecutive semesters.

***Formal leave of absence:*** An extended leave of absence in which a student is not registered in classes and has filed leave of absence paperwork with the Registrar's Office. Limited to four consecutive



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semesters.

### **Policy Text:**

Students who do not register for classes at CSU Channel Islands for one semester are considered continuing students and do not need to take any action prior to registration. To encourage continuing students to return to CSUCI following an absence, the University will automatically place eligible students on an informal leave of absence for a second semester.

Students are eligible to apply for a formal leave of absence as long as they were not academically disqualified at the close of their last completed semester and did not receive an undergraduate or graduate degree at the end of the preceding regular or Summer term at CSUCI.

Additionally, students may apply for a formal leave of absence for up to four consecutive semesters (excluding Summer and Winter). While a student may apply for multiple leaves, no student will be permitted more than six total semesters of leave from CSU Channel Islands. Informal and formal leaves of absence are not considered an interruption in attendance and students on leave will maintain their catalog rights.

A leave of absence is not allowed for the student's first term. However, in cases of extenuating circumstances, a student may petition for a first-term leave of absence. Extenuating circumstance is defined as verified accident, illness, military orders, or other circumstance beyond the student's control.

### **EXHIBIT(S):**

Title 5, Section 40401