



California State Polytechnic University, Pomona

STUDENT PETITION FOR A LEAVE OF ABSENCE

To be used to request an absence of *more than two* consecutive quarters, but *no more than eight* consecutive quarters

Student's Last Name _____ First Name _____ Middle Initial _____ BroncoNumber _____

Street Address _____ City _____ State _____ Zip Code _____

Cal Poly Pomona GPA _____ Major/Plan _____ Option/Sub-Plan _____ Catalog Year _____

*I am requesting a Student Leave of Absence from the conclusion of the quarter I **LAST ATTENDED**:*

Quarter/Year Last Attended

*until the beginning of the quarter I **WILL RETURN**:*

Quarter/Year of return

I request an interruption of progress towards my degree at Cal Poly Pomona for the following educationally-related reasons:

Student's Signature

Date of Student's Signature

I recommend *Approval* _____ OR *Disapproval* _____ of this request.

Department Chair/Graduate Coordinator

date

I recommend *Approval* _____ OR *Disapproval* _____ of this request.

College/School Dean

date

WHEN *BOTH* SIGNATURES ABOVE HAVE BEEN OBTAINED, PLEASE RETURN THIS ENTIRE FORM TO THE REGISTRAR'S OFFICE.

REGISTRAR'S OFFICE USE ONLY

Leave Granted [student meets criteria]: _____
(signature)

Leave Denied [student does not meet criteria]: _____
(signature) _____
(reason)

OVERVIEW OF POLICIES CONCERNING A REQUEST FOR LEAVE OF ABSENCE:

- The intent of a Leave of Absence is to allow a student to interrupt progress toward the degree in order to pursue educationally-related activities. Leaves may be approved for reasons such as:
 - *Professional/Academic opportunities* [e.g., travel or study abroad, employment related to a student's degree, participation in field studies or research projects];
 - *Medical* [e.g., pregnancy, major surgery]; or
 - *Financial* [e.g., the necessity to work for a specified period in order to resume study with adequate resources].
- It is the student's responsibility to demonstrate the significant relationship between the requested Leave and progress towards the degree.
- Only students in *good academic standing* are eligible to apply for a Leave. For an undergraduate, this means grade point averages of at least 2.0. For graduate students, the minimum standard is 3.0.
 - Those students who are not in good standing will not be approved for a Leave of Absence.*
- If approved, the Leave entitles the student to continue in the same program in which the student is currently registered, including the right to select requirements in effect at the time the student entered/re-entered the curriculum.
- An approved Leave does not excuse a student from applicable University deadlines, such as time limits on "Incompletes."
- To be considered for final approval, this completed and signed Petition must be submitted to the Records Office no later than the last day the student is eligible to register without reapplying for admission to the University.
- For further details, please consult your academic advisor and the University Catalog.