Graduate Leave of Absence Petition

Graduate students Advanced to Candidacy may not miss any semester without the email approval of the College Associate Dean and with submission of this form to records@calstatela.edu at least one day prior to the start of instruction for the term your leave of absence will begin. Petitions submitted after the published deadline will incur a $25 late fee and will only be accepted through Census. Students must drop their classes if enrolled for the term(s) of their proposed leave. Students are responsible for any grade s and tuition charges incurred as a result of their classes not being dropped prior to the start of the term.

STUDENT IDENTIFICATION

Send this form from your CalStateLA email address when submitting to records@calstatela.edu for processing.

CIN:		Name:	

Graduate students who have Advanced to Candidacy are granted a maximum of 2 semesters, subject to renewal with the approval of the College Associate Dean

Semester and Year I will return to Cal State LA	◯ Fall Semester	◯ Spring Semester	2	0	
I am requesting to extend an already approved leave	◯ No	◯ Yes			

CONTACT INFORMATION WHILE AWAY

I have updated my contact information in GET:

☐ Home Address	☐ Mailing Address	☐ Home Phone Number	☐ Mobile Phone Number

I understand that Cal State LA will continue to communicate with me using my Campus Email address (…@calstatela.edu). While away, I will monitor that inbox for important information.

REASON FOR LEAVE OF ABSENCE

My reason for requesting a leave of absence is:

Sending this form from your Cal State LA email address constitutes your electronic signature.

APPROVAL OF COLLEGE ASSOCIATE DEAN

Attach College Associate Dean approval to your email when sending this completed form to records@calstatela.edu.

INTERNATIONAL STUDENTS ONLY (F VISA): APPROVAL OF INTERNATIONAL STUDENT ADVISOR

Approval does not grant authorization to remain in U.S. See reverse side.

Attach International Student Advisor approval to your email when sending this completed form to records@calstatela.edu.

REGISTRAR'S OFFICE USE

Career		Standing		Last Enrolled Sem	
☐ Eligible ☐ Ineligible		Processed by		Date	