

Leave of Absence Faculty Guide - Graduate Credential International

Leave of Absence workflow – Graduate/Credential (International)



International Office

Step 1:

Login to AEM Inbox

Accessing AEM Inbox Items

Adobe Experience Manager				
			Inb	юх
Title	Priority	Description	Assignee	Project
International Office Review	Medium	impo, to matrice	International-Office-Reviewers	
Graduate Studies Review	Medium	Numero, No. 8807 (1918)	Graduate-Studies-Reviewers	

<u>Step 2:</u>

Select the document icon for the request you would like to work on

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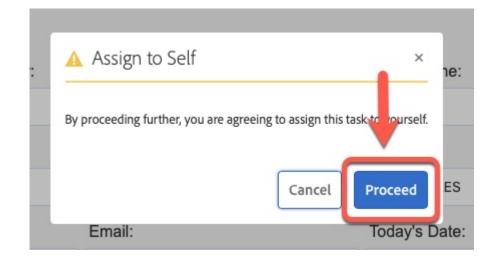
Adobe Experience Manager				
			Inl	box
	Priority	Description	Assignee	Project
nternational Office Review	Medium	impo, to matters	International-Office-Reviewers	
Graduate Studies Review	Medium	Teasure, No. 6877 (1998)	Graduate-Studies-Reviewers	

The document icon will turn blue once selected

🤱 Delegate 🥒 Open			
			Inbox
	Priority	Description	Assignee
International Office Review	Medium	reges, the manifesta	International-Office-Reviewers

<u>Step 3:</u>

Click on the **Proceed** button



Step 4: (Optional)

For ease of view, click the Task Details link to close the panel

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🛪 Submit 🤱 Delegate	e					
			International Office Re	view		
by means	« Task Details		Document Workflo	w Details		
			Request For	Leave Of Absenc	e	
Description						Case ID
Status		Grade	uate and Credential Student Policy &	Procedures: Click Here		1032690
ACTIVE Start Date 2020-10-30 14:22-57 Task Attachments		Student Information	Leave Of Absence Information Su	upporting Documents Signature	s	
Attach File(s)		STUDENT INFORMATION				
		* Student Identification Number:	* First Name:	* Last Name:	Telephone	1
Vorkflow .eave Of Absence		memory con	imgesi	Non-	215,805-67	88
		Street:		City:	State:	
		725 S 8544 D APT 0813,		LOS ANGELES	CA	
		Zip Code:	Email:	Today's Date:		
		80017	ndoningua: @luberton.adu	2020-10-30		
		Degree or credential objective (e.g.	, M.A. History or Single Subject Cred	dential, etc.):		
		Music (Performance),CRT.				

<u>Step 5:</u>

Click on the Leave of Absence Information tab

🛪 Submit	🕵 Delegate						Close
			Intern	ational Office Review			
» Task Details			Document Workflo	w Details			
			Request For	Leave Of Absence			
						Case ID	
		Gradu	uate and Credential Student Policy &	Procedures: Click Here		1032690	
		Student Information	Leave Of Absence Information	upporting Documents Signatures	L		
		STUDENT INFORMATION	T				
		* Student Identification Number:	* First Name:	* Last Name:	Telephone:		
		800123456	Jack	Malik	714/123-45	567	
		Street:		City:	State:		
		123 Abbey Road		Fullerton	CA		
		Zip Code:	Email:	Today's Date:			
		91234	jmalik@csu.fullerton.edu	2020-10-30	Ē		
		Degree or credential objective (e.g.	, M.A. History or Single Subject Cree	dential, etc.):			
		Music (Performance),CRT.					

<u>Step 6:</u>

Review the information provided

				Case ID
Gradua	ate and Credential Student Policy & Proce	edures: Click Here		1032690
Student Information	Leave Of Absence Information Supportin	g Documents Signatures		
GRADUATE DEGREE OR CREDEN	TIAL STUDENTS INFORMATION			
Policy:				
degree, or if a credential student, stud	standing AND have completed at least six fents must have completed at least one s a leave. It is recommended that leave req	emester of coursework in goo	od academic standir	ng, while in residence at Cal
or inadvisable to register for classe two consecutive semesters. An app requirements. It also does <u>not</u> exem Reason(s) for requesting a leave of a	e semesters require appropriate subst se (e.g. doctor's oteit, employer's verif proved leave does <u>not</u> extend the time npt students from new credential requ absence (attach documentation, as appro	ication, etc.). A leave of abs limit imposed by the State irements imposed by the St	ence is normally r for completing deg	ot granted for longer than gree or credential
two consecutive semesters. An apprequirements. It also does <u>not</u> exem	es (e.g. doctor's note, employer's verif proved leave does <u>not</u> extend the time npt students from new credential requ	ication, etc.). A leave of abs limit imposed by the State irements imposed by the St	ence is normally r for completing deg	ot granted for longer than gree or credential
or inadvisable to register for class two consecutive semesters. An app requirements. It also does not exen Reason(s) for requesting a leave of a Financial	as (e.g. doctor's note, employer's verif proved leave does not extend the time proved leave does not extend the time students from new credential requi absence (attach documentation, as appro	ication, etc.). A leave of abs limit imposed by the State irements imposed by the St	ence is normally r for completing deg	ot granted for longer than gree or credential
or inadvisable to register for class two consecutive semesters. An apprequirements. It also does <u>not</u> exent Reason(s) for requesting a leave of a Financial Semester(s) being requested: ² One Semester	se (e.g. doctor's note, employer's verif proved leave does not extend the time proved leave does not extend the time subsence (attach documentation, as appro- time the subsence (attach documentation, as appro- time the subsence (attach documentation, as appro- time) Term Spring 2021	ication, etc.). A leave of abs limit imposed by the State irements imposed by the St	ence is normally r for completing deg	ot granted for longer than gree or credential
or inadvisable to register for class two consecutive semesters. An apprequirements. It also does <u>not</u> exent Reason(s) for requesting a leave of a Financial Semester(s) being requested: ² One Semester	as (e.g. doctor's note, employer's verif proved leave does not extend the time proved leave does not extend the time students from new credential requi absence (attach documentation, as appro	Ication, etc.).A leave of aba limit imposed by the State irrements imposed by the St priate):	ence is normally r for completing deg	ot granted for longer than gree or credential
or inadvisable to register for class we consecutive semesters. An app requirements. It also does <u>not</u> exen Reason(s) for requesting a leave of a Financial Semester(s) being requested:	se (e.g. doctor's note, employer's verif proved leave does <u>not</u> extend the time js students from new cedential requi absence (attach documentation, as appro Term Spring 2021 ¢ Term	Ication, etc.).A leave of aba limit imposed by the State imments imposed by the St priate):	ence is normally r for completing de tate regardless of	ot granted for longer than gree or credential
or inadvisable to register for classs we consecutive semesters. An apprequirements. It also does <u>not</u> exen Reason(s) for requesting a leave of a Financial Semester(s) being requested: ? One Semester "Two semester	se (e.g. doctor's note, employer's vert proved leave doctor sind stand the time proved leave doctor sind stand the time proved leave doctor sind stand requestion and the sind stand besence (attach documentation, as appro- tate of the single stand stand besence (attach documentation, as appro- tate of the single stand stand stand stand stand Select Term \$	Ication, etc.).A leave of aba limit imposed by the State imments imposed by the St priate):	ence is normally r for completing de tate regardless of	ot granted for longer than gree or credential

<u>Step 7:</u>

Click on the Supporting Documents tab



		Case ID
	Graduate and Credential Student Policy & Procedures: Click Here	1032690
Student Inf	Dermation Leave Of Absence Information Supporting Documents Signatures	
	d academic standing AND have completed at least six units (master's & DNP students) or student, students must have completed at least one semester of coursework in good aca o qualify for a leave. It is recommended that leave requests be submitted before the first or	ademic standing, while in residence at Cal
State Fullerton in order t requested.	o quality for a leave. It is recommended that leave requests be submitted before the linst	

<u>Step 8:</u>

Click on the attachment link to view the document provided

		Case ID
	Graduate and Credential Student Policy & Procedures: Click Here	1032690
Student Inform	mation Leave Of Absence Information Supporting Documents Signatures	
Supporting Document 1		
Attach		
Leave of Absence Docun	mentation.pdf	
Supporting Document 2		
Attach		
Supporting Document 3		
Attach		

<u>Step 9:</u>

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Click on the **Signatures** tab

Request For Leave Of Absence	
	Case ID
Graduate and Credential Student Policy & Procedures: Click Here	1032690
Student Information Leave Of Absence Information Supporting Documents Signatures	
Supporting Document 1	
Attach	
Leave of Absence Documentation.pdf	
Supporting Document 2 Attach	
Supporting Document 3 Attach	

<u>Step 10:</u>

Review any comments in the **Comments** field (if any)

			Case ID
Graduate and G	Credential Student Policy & Procedures: Click Here		1032690
Student Information Leave Of	f Absence Information Supporting Documents Signature	res	
STUDENT'S SIGNATURE		_	
✓ I am submitting this form which I confirm is	true and submitted to the best of my ability.		
* Signature:	* Date:		
Melissa Dominguez	2020-10-30		
Comments:			
INTERNATIONAL OFFICE SIGNATURE	nfirms that this leave of absence request meets the stipula	tions stated in the Univ	ersity Policy
INTERNATIONAL OFFICE SIGNATURE	tirms that this leave of absence request meets the slipulat	tions stated in the Univ	ersity Policy
INTERNATIONAL OFFICE SIGNATURE In approving this request, my signature cor Approval O Denial		tions stated in the Univ	ersity Policy
INTERNATIONAL OFFICE SIGNATURE In approving this request, my signature cor Approval O Denial			ersity Policy
INTERNATIONAL OFFICE SIGNATURE In approving this request, my signature cor Approval Denial * Signature:			ersity Policy
INTERNATIONAL OFFICE SIGNATURE In approving this request, my signature cor Approval Denial * Signature:			ersity Policy

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Step 11:

Check the box to verify University Policy stipulations have been met

Signature:	* Date:
comments:	
omments:	

Step 12:

Select Approval or Denial to reflect your decision

	INTERNATIONAL OFFICE SIGNATURE			
	In approving this request, my signature confirms that this	s leave of absence request meets the stipula	ations stated in the University Policy	
\rightarrow	○ Approval ○ Denial			
	* Signature:	* Date:		
	Alex Williams	2020-10-30		
	Comments:			

Step 13: (Optional)

If you would like, leave a comment in the **Comments** field



• Approval O Denial		
* Signature:	* Date:	
Alex Williams	2020-10-30	
Comments:		

Step 14:

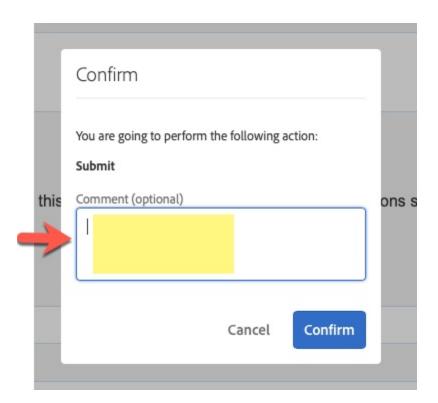
When you are ready to submit, click on the **Submit** button

🛪 Submit 🧏 Delegate			
	Int	ernational Office Review	
» Task Details	Document Wo	rkflow Details	
•	STUDENT'S SIGNATURE		
	$\ensuremath{\overline{\mathcal{O}}}$ I am submitting this form which I confirm is true and submitted to the	e best of my ability.	
	* Signature:	* Date:	
	Melissa Dominguez	2020-10-30	
	Comments:		
	INTERNATIONAL OFFICE SIGNATURE		
	In approving this request, my signature confirms that this leave of a	bsence request meets the stipulations s	tated in the University Policy
	• Approval O Denial		
	* Signature:	* Date:	
	Alex Williams	2020-10-30	
	Comments:		
			ß

Step 15:(Optional)

Leave a comment in the Comment (optional) field





<u>Step 16:</u>

Click on the **Confirm** button

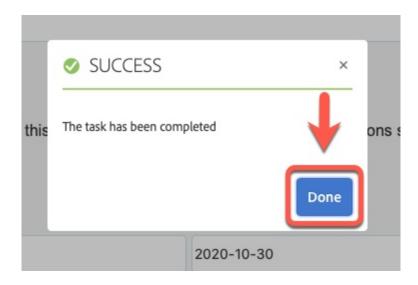


<u>Step 17:</u>

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Click on the **Done** button



ASC

<u>Step 1:</u>

Login to AEM Inbox

Accessing AEM Inbox Items

() ()	Adobe Experience Manager			
	Title	Priority	Description	Assignee
	ASC Review	Medium	Human	ASC-Reviewers

<u>Step 2:</u>

Select the document icon for the request you would like to work on

Adobe Experience Manager			
	Priority	Description	Assignee
ASC Review	Medium	Names, No. 88712748	ASC-Reviewers

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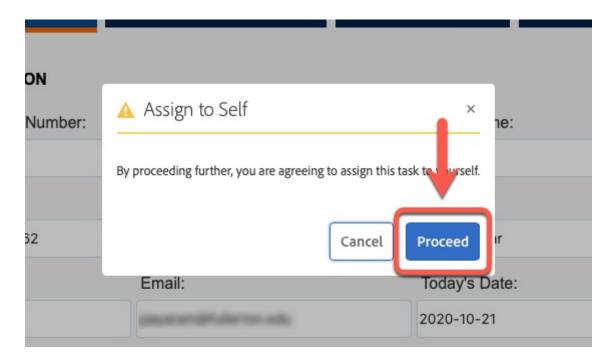


The document icon will turn blue once it is selected

🤱 Delegate 🥒 Open				
				Inbox
Title	Priority	Description	Assignee	
ASC Review	Medium	Names, No. 88712748	ASC-Reviewers	

Step 3:

Click on the Proceed button to assign the request to yourself



<u>Step 4:</u>

Click on the Leave of Absence Information tab



_			1031802
Gra	duate and Credential Student Policy	y & Procedures: Click Here	1031002
Student Information	Leave Of Absence Information	Supporting Documents Signatures	Ì
STUDENT INFORMATION			
* Student Identification Number:	* First Name:	* Last Name:	Telephone:
800123456	Jack	Malik	714/123-4567
Street:		City:	State:
123 Abbey Road		Fullerton	CA
Zip Code:	Email:	Today's Date:	
90017	jmalik@csu.fullerton.edu	10/26/2020	
Degree or credential objective (e.	g., M.A. History or Single Subject C	redential, etc.):	
Music (Performance),CRT.			

<u>Step 5:</u>

Review the information provided

				Case ID
Gradua	ate and Credential Student Policy &	Procedures: Click Here		1032363
Student Information Leave Of Absence Information Supporting Documents Signatures				
GRADUATE DEGREE OR CREDEN	TIAL STUDENTS INFORMATION			
Policy:				
degree, or if a credential student, stu State Fullerton in order to qualify for a requested. Lawe requests for two consecutiv or inadvisable to register for class- two consecutive semesters. An ap requirements. It also does <u>not</u> ever Reason(s) for requesting a leave of a Financial	a leave. It is recommended that leave e semesters require appropriate es (e.g. doctor's note, employer's proved leave does <u>not</u> extend the npt students from new credentia	ve requests be submitted before the substantial documentation deta s verification, etc.). A leave of at e time limit imposed by the State I requirements imposed by the s	ne first day of classes for iling the circumstanc sence is normally no of or completing degre	or the semester being es that make it impossible t granted for longer than se or credential
Semester(s) being requested:				ß
	Term			A
	Term Spring 2021	٠		
☑ One Semester	-	• Term		
☑ One Semester	Spring 2021		•	
♡ One Semester □ Two semester	Spring 2021 Term	Term	•	
♡ One Semester □ Two semester Have you taken a previous leave?	Spring 2021 Term Select Term	Term	٩	
One Semester Two semester Have you taken a previous leave?	Spring 2021 Term Select Term YES O NO	Term Select Term	:	
Semester(s) being requested: 2 One Semester Two semester Have you taken a previous leave? Semester(s) of any previous leave:	Spring 2021 Term Select Term YES © NO Fall	Term Select Term Spring		

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<u>Step 6:</u>

Click on the Supporting Documents tab

	Request For Leave Of Absence	
		Case ID
	Graduate and Credential Student Policy & Procedures: Click Here	1032363
	udent Information Leave Of Absence Information Supporting Documents Signatures	
Policy:		
degree, or if a cre	e in good academic standing AND have completed at least six units (master's & DNP students) or e edential student, students must have completed at least one semester of coursework in good acade n order to qualify for a leave. It is recommended that leave requests be submitted before the first day	mic standing, while in residence at Cal
or inadvisable t two consecutive	for two consecutive semesters require appropriate substantial documentation detailing the o to register for classes (e.g. doctor's note, employer's verification, etc.). A leave of absence is e semesters. An approved leave does <u>not</u> extend the time limit imposed by the State for comp t also does <u>not</u> exempt students from new credential requirements imposed by the State rega	normally not granted for longer than pleting degree or credential

<u>Step 7:</u>

Click on the attachment link to view the document provided

	Request For Leave Of Absence	
		Case ID
	Graduate and Credential Student Policy & Procedures: Click Here	1031302
	Student Information Leave Of Absence Information Supporting Documents Signatures	
	Supporting Document 1	
	Attach	
\rightarrow	Leave_of_Absence_UG.pdf	
	Supporting Document 2	
	Attach	
	Supporting Document 3	
	Attach	

Step 8: Click on the **Signatures** tab

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	Case ID
Graduate and Credential Student Policy & Procedures: Click Here	1031302
Student Information Leave Of Absence Information Supporting Documents Signatures	
Supporting Document 1	
Leave_of_Absence_UG.pdf	
Supporting Document 2	
Attach Supporting Document 3	

Step 9: (Optional)

Provide a comment in the **Comments** field

* Signature:	* Date:	
Melissa Dominguez	2020-10-28	
Comments:		
ASC COMMENT		
Comments:		

<u>Step 10:</u>

When you are ready to proceed, click the Submit button

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Submit & Delegate			
k	AS	SC Review	
» Task Details	Document Workflow Det	tails	
	Request For Lea	ave Of Absence	
			Case ID
	Graduate and Credential Student Policy & Proc	edures: Click Here	1032363
	Student Information Leave Of Absence Information Support	ng Documents Signatures	
	$\ensuremath{\overline{\mathbf{v}}}$ I am submitting this form which I confirm is true and submitted to the best of	f my ability.	
	* Signature:	* Date:	
	Jack Malik	2020-10-28	
	Comments:		
۲			
	ASC COMMENT		
	Comments:		
	Information provided sufficient		6

Step 11: (Optional)

Leave a comment in the Comment (optional) field

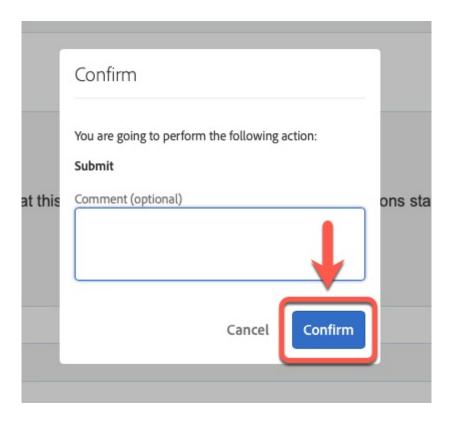
ľ	Confirm	1
at this	You are going to perform the following action: Submit Comment (optional)	ons sta
-	Cancel Confirm	

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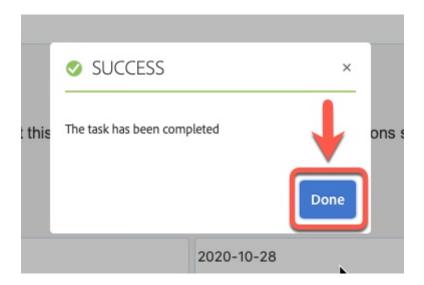
<u>Step 12:</u>

Click on the **Confirm** button



<u>Step 13:</u>

Click on the **Done** button



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Graduate Studies

<u>Step 1:</u>

Login to AEM Inbox

Accessing AEM Inbox Items

Adobe Experience Manager			
			Inbox
Title	Priority	Description	Assignee
International Office Review	Medium	logar, for desiring	International-Office-Reviewers
Records Review	Medium	Numero, No. 887 (1918)	Records-Office-Reviewers
Graduate Studies Review	Medium	import for designed	Graduate-Studies-Reviewers

<u>Step 2:</u>

Select the document you would like to work on

Adobe Experience Manager			
			Inbox
Titte	Priority	Description	Assignee
Graduate Studies Review	Medium	import for manifesta	Graduate-Studies-Reviewers
Graduate Studies Review	Medium	Teason, No. 88772788	Graduate-Studies-Reviewers

The document will turn blue once selected

🤱 Delegate 🖋 Open			
			Inbox
	Priority	Description	Assignee
Graduate Studies Review	Medium	······································	Graduate-Studies-Reviewers

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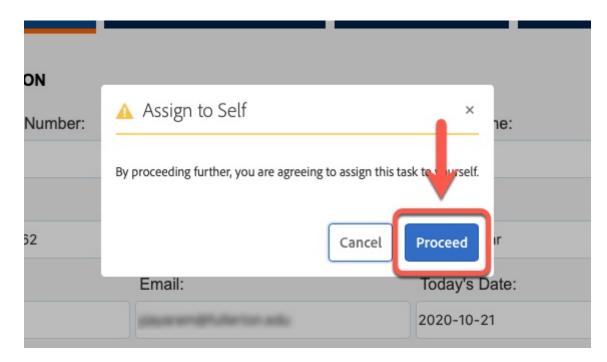
<u>Step 3:</u>

Click on the **Open** button

🤱 Delegate	🖋 Open			
				Inbox
Title		Priority	Description	Assignee
Graduate Stu	dies Review	Medium	Names, 55 (007) (103)	Graduate-Studies-Reviewers

Step 4:

Click on the Proceed button to assign the request to yourself



<u>Step 5:</u>

For ease of view, click the Task Details link to close the side panel



🛪 Submit 🧏 Delegate						
_	V		Graduate Studies Re	view		
AST ACTION TAKEN	Task Details		Document Workfl	low Details		
ubmit			Request For	Leave Of Absence	;	
_						Case ID
		Gradua	ate and Credential Student Policy	& Procedures: Click Here		1031302
escription						
		Student Information	Leave Of Absence Information S	Supporting Documents Signatures		
ACTIVE t Date		Student Information	Leave Of Absence Information S	Supporting Documents Signatures		
ACTIVE Date -10-28 13:35:25			Leave Of Absence Information S	Supporting Documents Signatures	Telephone	:
ACTIVE Date 10-28 13:35:25 Attachments		STUDENT INFORMATION				
ACTIVE 1 Date 0-10-28 1335-25 (Attachments ttach File(s)		STUDENT INFORMATION * Student Identification Number:	* First Name:		Telephone	
ACTIVE 1 Date 1-10-28 13:35:25 Attachments tach File(s) kflow		STUDENT INFORMATION * Student Identification Number:	* First Name:	* Last Name:	Telephone	
tus ACTIVE rt Date 0-10-28 13:35:25 k Attachments tttach File(s) rkflow we Of Absence		STUDENT INFORMATION * Student Identification Number: Street:	* First Name:	* Last Name: City:	Telephone State: CA	
ACTIVE t Date 0-10-28 13:35:25 c Attachments ttach File(s) idlow		STUDENT INFORMATION * Student Identification Number: Street:	* First Name:	* Last Name: City:	Telephone State:	
ACTIVE t Date 0-10-28 13:35:25 k Attachments ttach File(s) rkflow		STUDENT INFORMATION * Student Identification Number: Street: Zip Code:	* First Name:	* Last Name: City: Today's Date: 2020-10-21	Telephone State: CA	

<u>Step 6:</u>

Click on the Leave of Absence Information tab

🚀 Submit	🤱 Delegate					Close
			International Office R	leview		
« Task Details			Document Workf	low Details		
			Request For	Leave Of Absence		
		0.0			Case ID	
		Gradu	ate and Credential Student Policy &	Procedures: Click Here	1031802	
		Student Information STUDENT INFORMATION * Student Identification Number:	Leave Of Absence Information St	* Last Name:	Telephone:	
		800123456	Jack	Malik	714/123-4567	
		Street:		City:	State:	
		123 Abbey Road		Fullerton	CA	
		Zip Code:	Email:	Today's Date:		
		90017	jmalik@csu.fullerton.edu	10/26/2020		
		Degree or credential objective (e.g.,	M.A. History or Single Subject Cre	dential, etc.):		
		Music (Performance),CRT.				

<u>Step 7:</u>

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Review the information provided

				Case ID
Gradua	ate and Credential Student Policy & Proce	edures: Click Here		1031302
Student Information	Leave Of Absence Information Supportin	g Documents Signatures		
GRADUATE DEGREE OR CREDEN	TIAL STUDENTS INFORMATION			
Policy:				
degree, or if a credential student, stu State Fullerton in order to qualify for a requested. Leave requests for two consecutiv or inadvisable to register for class	standing AND have completed at least six dents must have completed at least one s a leave. It is recommended that leave requ e semesters require appropriate subst es (e.g. doctor's note, employer's verif proved leave does not extend the time	emester of coursework in g uests be submitted before t antial documentation deta ication, etc.). A leave of al	ood academic standing he first day of classes i alling the circumstan osence is normally no	g, while in residence at Cal for the semester being ces that make it impossible ot granted for longer than
	mpt students from new credential requ		State regardless of c	atalog year.
Reason(s) for requesting a leave of a	absence (attach documentation, as appro	priate):		
Financial				
Financial				
Financial Semester(s) being requested: One Semester	Term			h
Semester(s) being requested:	Term Select Term 🛟			
Semester(s) being requested:		Term		
Semester(s) being requested:	Select Term \$	Term Spring 2021	•	
Semester(s) being requested:	Select Term \$		•	
Semester(s) being requested: One Semester 7 Two semester Have you taken a previous leave?	Select Term \$ Term Fall 2020 \$		•	
Semester(s) being requested: One Semester 7 Two semester	Select Term Term Fall 2020 VES NO	Spring 2021	•	
Semester(s) being requested: One Semester 7 Two semester Have you taken a previous leave?	Select Term + Term Fall 2020 + O YES O NO Fall	Spring 2021 Spring		
Semester(s) being requested: One Semester 7 Two semester Have you taken a previous leave?	Select Term + Term Fall 2020 + O YES O NO Fall	Spring 2021 Spring		

<u>Step 8:</u>

Click on the Supporting Documents tab

Reque	est For Leave Of Absence	
		Case ID
Graduate and Credential Stu	dent Policy & Procedures: Click Here	1031302
Student Information Leave Of Absence Inform	mation Supporting Documents Signatures	
GRADUATE DEGREE OR CREDENTIAL STUDENTS INF		
Students must be in good academic standing AND have co degree, or if a credential student, students must have comp State Fullerton in order to qualify for a leave. It is recommen requested.	bleted at least one semester of coursework in good aca	demic standing, while in residence at Cal

<u>Step 9:</u>

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Click on the attachment link to view the document provided

	Request For Leave Of Absence	
		Case ID
	Graduate and Credential Student Policy & Procedures: Click Here	1031302
Student Inf Supporting Document 1 Attach Leave_of_Absence_Ut Supporting Document 2 Attach Supporting Document 3 Attach	G. <u>pdf</u>	

Step 10:

Click on the **Signatures** tab

	Request For Leave Of Absence	
		Case ID
	Graduate and Credential Student Policy & Procedures: Click Here	1031302
Student Info	ormation Leave Of Absence Information Supporting Documents Signatures	
Supporting Document 1 Attach		
Leave_of_Absence_UG	<u>G.pdf</u>	
Supporting Document 2 Attach		
Supporting Document 3 Attach		

<u>Step 11:</u>

Review the information provided (if any) in the Comments field

A) Student's comments

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B) ASC's comments

			Case ID
Graduate	e and Credential Student Policy & Procedures: Click Here		1031302
Student Information Le	eave Of Absence Information Supporting Documents Signature	5	
STUDENT'S SIGNATURE			
	firm is true and submitted to the best of my ability.		
* Signature:	* Date:		
Jack Malik	2020-10-21		
Comments:			
GRADUATE STUDIES SIGNATURE			araity Boliou
In approving this request, my signatule	are confirms that this leave of absence request meets the stipulation	ons stated in the Univ	sisily Folicy
In approving this request, my signatu		ons stated in the Univ	sisty roncy
In approving this request, my signatule	re confirms that this leave of absence request meets the stipulation of the stipulation o		nsky roncy
In approving this request, my signatu		ons stated in the Univ	asiy Poily
In approving this request, my signatu Approval Denial * Signature:			n sity Pulicy

Step 12:

Scroll down to the Graduate Studies Signature section

Indicate your decision by selecting **Approval** or **Denial**

◯ Approval ◯ Denial		
* Signature:	* Date:	
Adrian Williams	2020-10-28	
Comments:		

Step 13: (Optional)

Leave a comment in the **Comments** field

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O Approval ○ Denial		
* Signature:	* Date:	
Adrian Williams	2020-10-28	
Comments:		

<u>Step 14:</u>

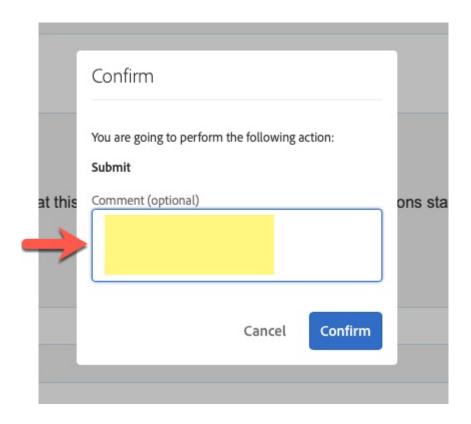
When you are ready to submit, click on the **Submit** button

🛪 Submit 🐰 Delegate			
		Graduate Studies Review	
» Task Details	Document	Workflow Details	
	ASC COMMENT		
	Comments:		
	GRADUATE STUDIES SIGNATURE	of absence request meets the stipulations stated in the University Policy	
	• Approval O Denial		
	* Signature:	* Date:	
	Adrian Williams	2020-10-28	
	Comments:		
*	Agree with ASC assessment / decision.		

Step 15: (Optional)

Leave a comment in the Comment (optional) field





Step 16:

Click the **Confirm** button

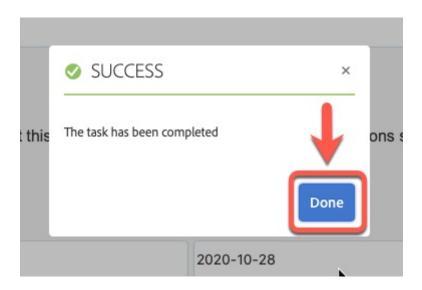


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Step 17:

Click The **Done** button



Records Review

<u>Step 1:</u>

Log into the AEM Inbox

Accessing AEM Inbox Items

Adobe Experience Manager				
			Inbox	
Title	Priority	Description	Assignee	
Records Review	Medium	Names, No. 88772748	Records-Office-Reviewers	
International Office Review	Medium	traps, for desiring	International-Office-Reviewers	

<u>Step 2:</u>

Select the document you would like to work on

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Adobe Experience Manager				
			Inbox	
	Priority	Description	Assignee	
Records Review	Medium	Numero, No. 88772798	Records-Office-Reviewers	
International Office Review	Medium	regard, the disasterior	International-Office-Reviewers	

The document icon will turn blue once selected

🤱 Delegate 🕜 Open			
			Inbox
	Priority	Description	Assignee
Records Review	Medium	Heawon, Na 889727418	Records-Office-Reviewers
International Office Review	Medium	Jongeui, Kim 886689306	International-Office-Reviewers

<u>Step 3:</u>

Click the **Open** button

🔉 Delegate 🖉 Open			
• ·			Inbox
Title	Priority	Description	Assignee
Records Review	Medium	Heawon, Na 889727418	Records-Office-Reviewers
International Office Review	Medium	Jongeui, Kim 886689306	International-Office-Reviewers

<u>Step 4:</u>

Click the Proceed button to assign the request to yourself

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ON				
Number:	Assign to Self		×	ne:
	By proceeding further, you are agreeing	to assign this ta	sk te s jurself.	
52	Email:	Cancel	Proceed Today's D	ır ate:
			2020-10-2	1

<u>Step 5:</u>

Click on the Leave of Absence Information tab

🛪 Submit	🧏 Delegate						Close
			International Office	Review			
« Task Details			Document Worl	cflow Details			
			Request For	Leave Of Absence			
						Case ID	
		Gradu	ate and Credential Student Policy	& Procedures: Click Here		1031802	
		Student Information	Leave Of Absence Information	Supporting Documents Signatures			
		* Student Identification Number:	* First Name:	* Last Name:	Telephone:		
		800123456	Jack	Malik	714/123-456	57	
		Street:		City:	State:		
		123 Abbey Road		Fullerton	CA		
		Zip Code:	Email:	Today's Date:			
		90017	jmalik@csu.fullerton.edu	10/26/2020			
		Degree or credential objective (e.g.,	M.A. History or Single Subject Cre	edential, etc.):			
		Music (Performance),CRT.					

<u>Step 6:</u>

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Review the information provided

			Case ID
Gradua	ate and Credential Student Policy & Proce	dures: Click Here	1031802
Student Information	Leave Of Absence Information Supportin	Documents Signatures	
GRADUATE DEGREE OR CREDEN	TIAL STUDENTS INFORMATION		
Policy:			
degree, or if a credential student, stud	standing AND have completed at least six dents must have completed at least one s a leave. It is recommended that leave requ	emester of coursework in good acad	demic standing, while in residence at Cal
or inadvisable to register for classe		cation, etc.). A leave of absence i	e circumstances that make it impossible is normally not granted for longer than malating degree or credential
requirements. It also does not exer	npt students from new credential requ	rements imposed by the State re	
requirements. It also does not exer Reason(s) for requesting a leave of a		rements imposed by the State re	
requirements. It also does not exer Reason(s) for requesting a leave of a	npt students from new credential requ	rements imposed by the State re	
requirements. It also does not ever Reason(s) for requesting a leave of a Financial	npt students from new credential requ	rements imposed by the State re	
requirements. It also does not exer Reason(s) for requesting a leave of a Financial Semester(s) being requested:	npt students from new credential requ	rements imposed by the State re	
requirements. It also does not exer Reason(s) for requesting a leave of a Financial Semester(s) being requested:	npt students from new credential requi	rements imposed by the State re	
requirements. It also does not exer Reason(s) for requesting a leave of a Financial Semester(s) being requested: © One Semester	npt students from new credential requi	rements imposed by the State re	
requirements. It also does not exer Reason(s) for requesting a leave of a Financial Semester(s) being requested: © One Semester	npt students from new credential requires approximate the second state of the second s	rements imposed by the State re	
requirements. It also does not exer Reason(s) for requesting a leave of a Financial Semester(s) being requested: © One Semester Two semester	npt students from new credential requires approximate the second	rements imposed by the State re vriate): Torm	gardless of catalog year.
Reason(s) for requesting a leave of a Financial Semester(s) being requested: One Semester Two semester Have you taken a previous leave?	Term Spring 2021 Term Spring 2021 Select Term Select T	rements imposed by the State re vriate): Torm	gardless of catalog year.
requirements. It also does <u>not</u> exer	Term Spring 2021 Term Select Term	rements imposed by the State re vriate): Term Select Term	gardless of catalog year.

<u>Step 7:</u>

Click on the Supporting Documents tab

Request For Leave Of Absence	
	Case ID
Graduate and Credential Student Policy & Procedures: Click Here	1031302
Student Information Leave Of Absence Information Supporting Documents Signatures	
GRADUATE DEGREE OR CREDENTIAL STUDENTS INFORMATION	
Students must be in good academic standing AND have completed at least six units (master's & DNP students) or ei degree, or if a credential student, students must have completed at least one semester of coursework in good acade State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day requested.	mic standing, while in residence at Cal
Leave requests for two consecutive semesters require appropriate substantial documentation detailing the or or inadvisable to register for classes (e.g. doctor's note, employer's verification, etc.). A leave of absence is two consecutive semesters. An approved leave does <u>not</u> extend the time limit imposed by the State for comprequirements. It also does <u>not</u> exempt students from new credential requirements imposed by the State rega	normally not granted for longer than pleting degree or credential

<u>Step 8:</u>

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Click on the attachment link to view the document provided

Request For Leave Of Absence	
	Case ID
Graduate and Credential Student Policy & Procedures: Click Here	1031302
Student Information Leave Of Absence Information Supporting Documents Signatures opporting Document 1	

<u>Step 9:</u>

Click on the **Signatures** tab

	Request For Leave Of Absence	
		Case ID
	Graduate and Credential Student Policy & Procedures: Click Here	1031302
Student I	Information Leave Of Absence Information Supporting Documents Signatures	
Supporting Document	it 1	
Leave_of_Absence_	<u>UG.pdf</u>	
Supporting Document	t 2	
Supporting Document	t 3	

<u>Step 10:</u>

Review the information provided (if any) in the Comments sections:

A) Student's Comments

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B) ASC's Comments

C) Graduate Studies' Comments

		Case ID
Grad	duate and Credential Student Policy & Procedures: Click Here	1031302
Student Information	Leave Of Absence Information Supporting Documents Signatures Records	Office Signature
STUDENT'S SIGNATURE		
I am submitting this form which I	I confirm is true and submitted to the best of my ability.	
* Signature:	* Date:	
Administrator	2020-10-21	
Comments:		
ASC COMMENT		
ASC COMMENT		
ASC COMMENT Comments:		
Comments:	96	,
	RE	
Comments: GRADUATE STUDIES SIGNATUR	RE	e University Policy
Comments: GRADUATE STUDIES SIGNATUR 2 In approving this request, my sig		ne University Policy
Comments: GRADUATE STUDIES SIGNATUR		ne University Policy
Comments: GRADUATE STUDIES SIGNATUR 7 In approving this request, my sig • Approval Denial	parture confirms that this leave of absence request meets the stipulations stated in the	ne University Policy
Comments: GRADUATE STUDIES SIGNATUR 2 In approving this request, my sig		ne University Policy
Comments: GRADUATE STUDIES SIGNATUR @ In approving this request, my sig @ Approval O Denial * Signature: Melissa Dominguez	pnature confirms that this leave of absence request meets the stipulations stated in th	ne University Policy
Comments: GRADUATE STUDIES SIGNATUR Composing this request, my sig Approval Openial Signature: Milisa Dominguez Comments:	anature confirms that this leave of absence request meets the stipulations stated in the "Date: 2020-10-28	te University Policy
Comments: GRADUATE STUDIES SIGNATUR @ In approving this request, my sig @ Approval O Denial * Signature: Melissa Dominguez	anature confirms that this leave of absence request meets the stipulations stated in the "Date: 2020-10-28	ne University Policy
Comments: GRADUATE STUDIES SIGNATUR Composing this request, my sig Approval Openial Signature: Milisa Dominguez Comments:	anature confirms that this leave of absence request meets the stipulations stated in the "Date: 2020-10-28	ne University Policy
Comments: GRADUATE STUDIES SIGNATUR Composing this request, my sig Approval Openial Signature: Milisa Dominguez Comments:	anature confirms that this leave of absence request meets the stipulations stated in the "Date: 2020-10-28	ne University Policy
Comments: GRADUATE STUDIES SIGNATUR Composing this request, my sig Approval Openial Signature: Milisa Dominguez Comments:	anature confirms that this leave of absence request meets the stipulations stated in the "Date: 2020-10-28	ne University Policy
Comments: GRADUATE STUDIES SIGNATUR Composing this request, my sig Approval Openial Signature: Milisa Dominguez Comments:	anature confirms that this leave of absence request meets the stipulations stated in the "Date: 2020-10-28	ne University Policy
Comments: GRADUATE STUDIES SIGNATUR Composing this request, my sig Approval Openial Signature: Milisa Dominguez Comments:	anature confirms that this leave of absence request meets the stipulations stated in the "Date: 2020-10-28	ne University Policy
Comments: GRADUATE STUDIES SIGNATUR Composing this request, my sig Approval Openial Signature: Milisa Dominguez Comments:	anature confirms that this leave of absence request meets the stipulations stated in the "Date: 2020-10-28	te University Policy

Step 11:

Click on the Records Office Signature tab

	Reque	st For Leave Of Ab	osence	
				Case ID
	Graduate and Credential Stud	dent Policy & Procedures: Click He	ere	1031302
Studer	t Information Leave Of Absence Inform	ation Supporting Documents	Signatures Records Office S	ignature
✓ I am submitting th	is form which I confirm is true and subm	itted to the best of my ability.		
* Signature:		* Date:		
Administrator		2020-10-21		

Step 12:

Check the box to verify the request meets the University Policy stipulations

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			Case ID
	Graduate and Credential Student Pol	icy & Procedures: Click Here	1031302
Studer	at Information Leave Of Absence Information	Supporting Documents Signatures	Records Office Signature
RECORDS OFFICE	USE ONLY		
n approving this r	equest, my signature confirms that this leave of	f absence request meets the stipulations s	stated in the University Policy
○ Approval ○ Denia	al		
* Signature:		* Date:	
Comments:			

Your signature will populate upon checking the box

Approval O Denial		
* Signature:	* Date:	
Cameron Smith	2020-10-28	
Comments:		

Step 13:

Indicate your decision by selecting Approval or Denial

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		ELEMENT ENTERNIE	
	RECORDS OFFICE USE ONLY		
	In approving this request, my signature confirms that this leave of	absence request meets the stipulatio	ns stated in the University Policy
\rightarrow	O Approval O Denial		
	* Signature:	* Date:	
	Cameron Smith	2020-10-28	
	Comments:		

Step 14: (Optional)

Leave a comment in the **Comments** field

e:	
	* Date:
Smith	2020-10-28
s:	

<u>Step 15:</u>

When you are ready to submit, click on the **Submit** button



Submit & Delegate				
		Records Review		
» Task Details	Document W	orkflow Details		
	Request Fo	or Leave Of Absence	•	
				Case ID
	Graduate and Credential Student Poli	cy & Procedures: Click Here		1031302
0	CORDS OFFICE USE ONLY In approving this request, my signature confirms that this leave of Approval ODenial	absence request meets the stipulatio	ons stated in the University P	olicy
	Signature:	* Date:	(t-t-	
Me	lissa Dominguez	2020-10-28		
C	omments:			
				ħ

Step 16: (Optional)

Leave a comment in the **Comment (optional)** field

ľ	Confirm	1
at this	You are going to perform the following action: Submit Comment (optional)	ons sta
->	Cancel Confirm	

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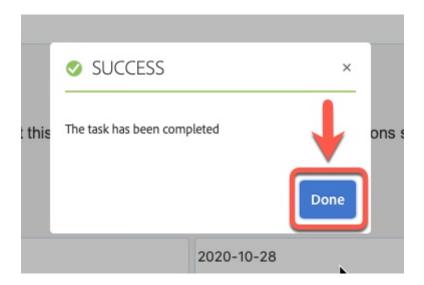
<u>Step 17:</u>

Click the **Confirm** button



<u>Step 18:</u>

Click on the **Done** button



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helpdesk@fullerton.edu

657-278-7777

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