

Leave of Absence Faculty Guide - Graduate Credential International

Leave of Absence workflow – Graduate/Credential (International)



International Office

Step 1:

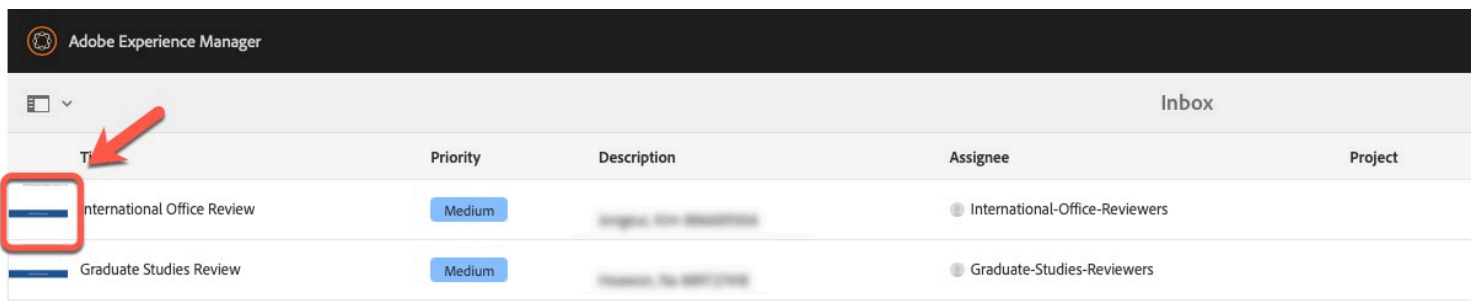
Login to AEM Inbox

[Accessing AEM Inbox Items](#)

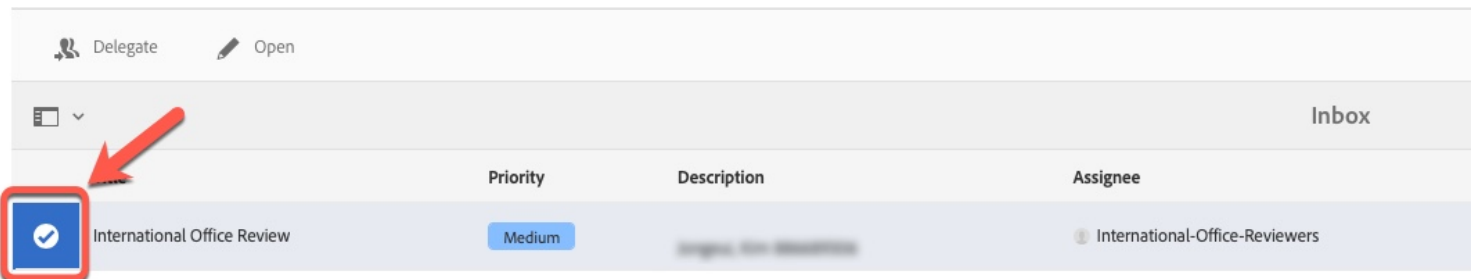
Adobe Experience Manager				
Inbox				
Title	Priority	Description	Assignee	Project
International Office Review	Medium	Request for International Office Review	International-Office-Reviewers	
Graduate Studies Review	Medium	Request for Graduate Studies Review	Graduate-Studies-Reviewers	

Step 2:

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

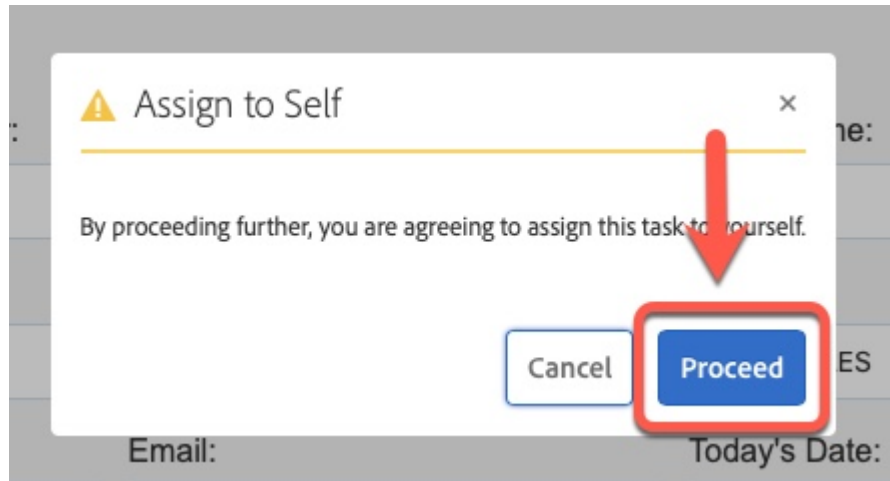


The document icon will turn blue once selected



Step 3:

Click on the **Proceed** button



Step 4: (Optional)

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

Submit Delegate

International Office Review

Document Workflow Details

« Task Details

Request For Leave Of Absence

Case ID
1032690

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information Leave Of Absence Information Supporting Documents Signatures

STUDENT INFORMATION

* Student Identification Number: * First Name: * Last Name: Telephone:

Street: City: State:

Zip Code: Email: Today's Date:

Degree or credential objective (e.g., M.A. History or Single Subject Credential, etc.):

Music (Performance),CRT.

Step 5:

Click on the **Leave of Absence Information** tab

Submit Delegate Close

International Office Review

» Task Details Document Workflow Details

Request For Leave Of Absence

Case ID
1032690

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information **Leave Of Absence Information** Supporting Documents Signatures

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:


91234 jmalik@csu.fullerton.edu 2020-10-30

Degree or credential objective (e.g., M.A. History or Single Subject Credential, etc.):

Music (Performance),CRT.

Step 6:

Review the information provided



Request For Leave Of Absence

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Case ID: 1032690

Student Information | **Leave Of Absence Information** | Supporting Documents | Signatures

GRADUATE DEGREE OR CREDENTIAL STUDENTS INFORMATION

Policy:

Students must be in good academic standing AND have completed at least six units (master's & DNP students) or eight units (Ed.D. students) toward the degree, or if a credential student, students must have completed at least one semester of coursework in good academic standing, while in residence at Cal State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day of classes for the semester being requested.

Leave requests for two consecutive semesters require appropriate substantial documentation detailing the circumstances that make it impossible or inadvisable to register for classes (e.g. doctor's note, employer's verification, etc.). A leave of absence is normally not granted for longer than two consecutive semesters. An approved leave does not extend the time limit imposed by the State for completing degree or credential requirements. It also does not exempt students from new credential requirements imposed by the State regardless of catalog year.

Reason(s) for requesting a leave of absence (attach documentation, as appropriate):

Financial

Semester(s) being requested:

☒ One Semester ☐ Two semester

Term: Spring 2021

Term: Select Term

Term: Select Term

Have you taken a previous leave? ☐ YES ☒ NO


Semester(s) of any previous leave:

Fall: Select an Option

Spring: Select an Option

Step 7:

Click on the **Supporting Documents** tab



Request For Leave Of Absence

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Case ID
1032690

Student Information
Leave Of Absence Information
Supporting Documents
Signatures

GRADUATE DEGREE OR CREDENTIAL STUDENTS INFORMATION

Policy:

Students must be in good academic standing AND have completed at least six units (master's & DNP students) or eight units (Ed.D. students) toward the degree, or if a credential student, students must have completed at least one semester of coursework in good academic standing, while in residence at Cal State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day of classes for the semester being requested.


Leave requests for two consecutive semesters require appropriate substantial documentation detailing the circumstances that make it impossible or inadvisable to register for classes (e.g. doctor's note, employer's verification, etc.). A leave of absence is normally not granted for longer than two consecutive semesters. An approved leave does not extend the time limit imposed by the State for completing degree or credential requirements. It also does not exempt students from new credential requirements imposed by the State regardless of catalog year.

Reason(s) for requesting a leave of absence (attach documentation, as appropriate):

Financial

Step 8:

Click on the attachment link to view the document provided



Request For Leave Of Absence

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Case ID
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

Step 9:

Click on the **Signatures** tab

The screenshot shows the 'Request For Leave Of Absence' form. At the top, there is a dark blue header with the university logo and the title 'Request For Leave Of Absence'. Below the header, there is a navigation bar with four tabs: 'Student Information', 'Leave Of Absence Information', 'Supporting Documents', and 'Signatures'. The 'Signatures' tab is highlighted with a red box, and a red arrow points to it. To the right of the navigation bar, there is a 'Case ID' field with the value '1032690'. Below the navigation bar, there are three sections for 'Supporting Document 1', 'Supporting Document 2', and 'Supporting Document 3'. Each section has an 'Attach' button and a text input field. The first document is named 'Leave of Absence Documentation.pdf'.

Step 10:

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

The screenshot shows the 'Request For Leave Of Absence' form, specifically the 'Signatures' tab. The navigation bar at the top has four tabs: 'Student Information', 'Leave Of Absence Information', 'Supporting Documents', and 'Signatures'. The 'Signatures' tab is highlighted. Below the navigation bar, there is a 'Case ID' field with the value '1032690'. The main section is titled 'STUDENT'S SIGNATURE'. It contains a checkbox labeled 'I am submitting this form which I confirm is true and submitted to the best of my ability.' Below this, there are fields for '* Signature:' (containing 'Melissa Dominguez') and '* Date:' (containing '2020-10-30'). Below these fields, there is a 'Comments:' label and a large text input field. A red arrow points to the 'Comments:' label. Below the student's signature section, there is a section titled 'INTERNATIONAL OFFICE SIGNATURE'. It contains a checkbox labeled 'In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy'. Below this, there are radio buttons for 'Approval' and 'Denial'. Below these, there are fields for '* Signature:' and '* Date:'. Below these fields, there is a 'Comments:' label and a large text input field.

Step 11:

Check the box to verify University Policy stipulations have been met

INTERNATIONAL OFFICE SIGNATURE

☐ In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

* Date:

Comments:

Step 12:

Select **Approval** or **Denial** to reflect your decision

INTERNATIONAL OFFICE SIGNATURE

☒ In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

* Date:

Comments:

Step 13: (Optional)

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

INTERNATIONAL OFFICE SIGNATURE

☒ In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

☒ Approval ☐ Denial

* Signature: * Date:

Comments:

Step 14:

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

☒ Submit ☐ Delegate

International Office Review

>> Task Details Document Workflow Details

STUDENT'S SIGNATURE

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

* Signature: * Date:

Comments:

INTERNATIONAL OFFICE SIGNATURE

☒ In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

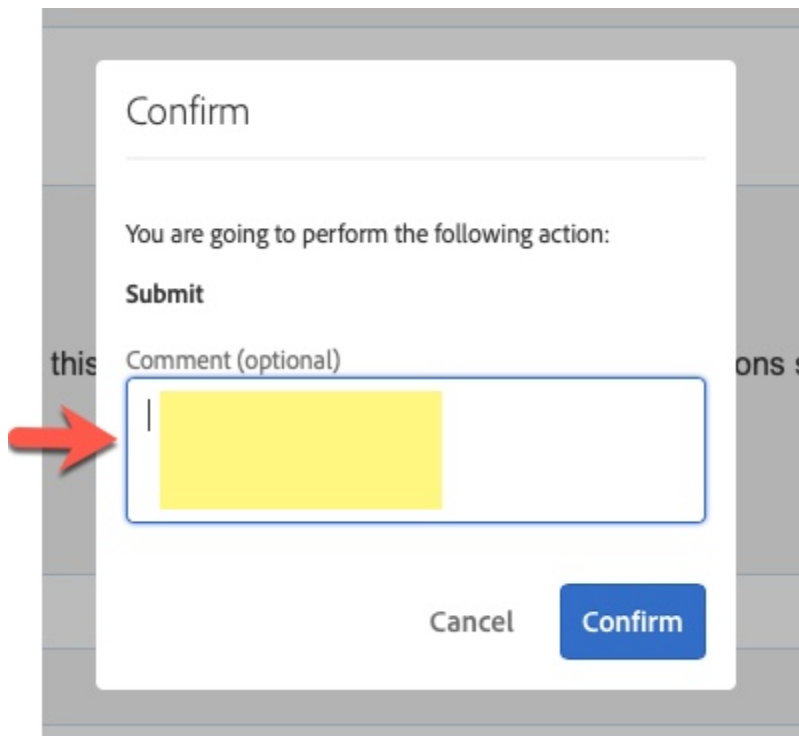
☒ Approval ☐ Denial

* Signature: * Date:

Comments:

Step 15:(Optional)

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



Confirm

You are going to perform the following action:

Submit

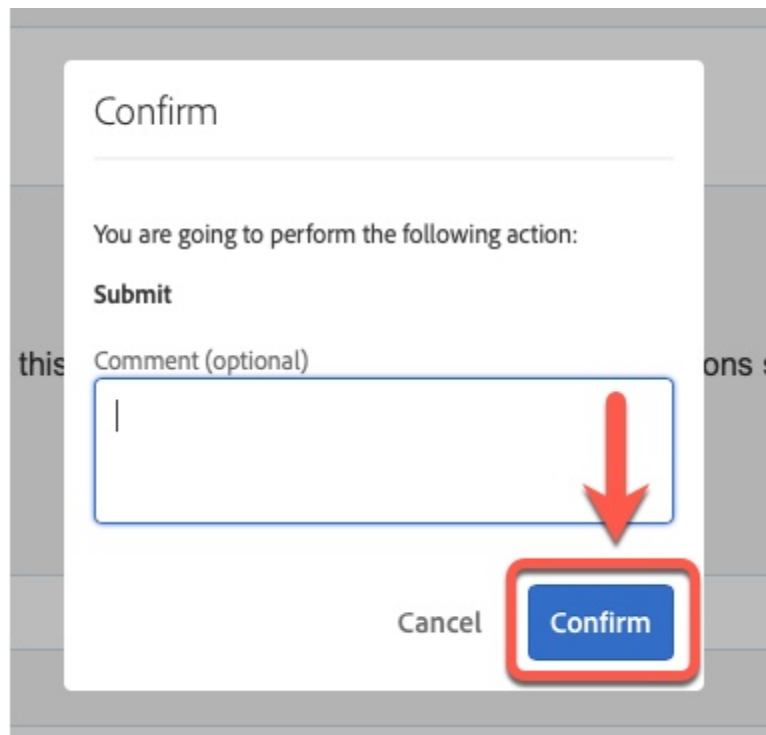
Comment (optional)

Cancel Confirm

A red arrow points to the comment input field.

Step 16:

Click on the **Confirm** button



Confirm

You are going to perform the following action:

Submit

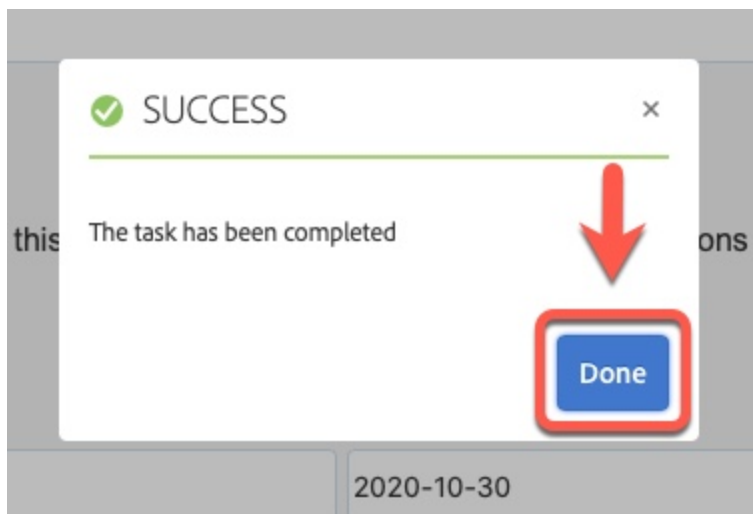
Comment (optional)

Cancel Confirm

A red arrow points down to the 'Confirm' button, which is also highlighted with a red border.

Step 17:

Click on the **Done** button



ASC

Step 1:

Login to AEM Inbox

[Accessing AEM Inbox Items](#)

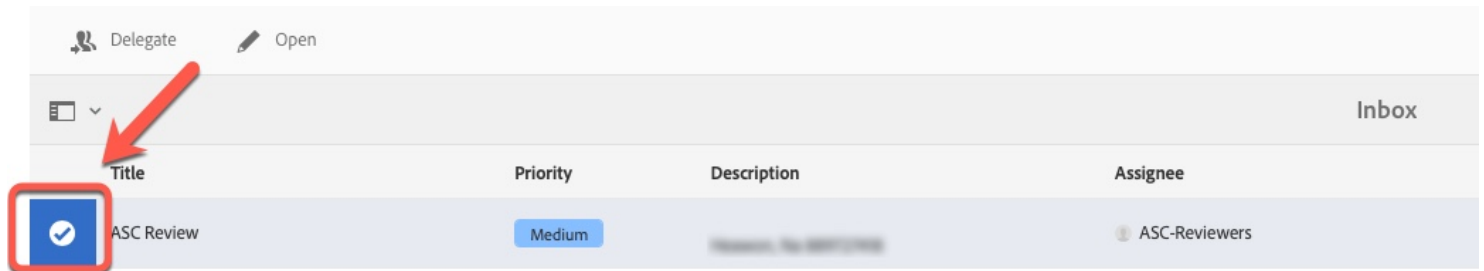
Adobe Experience Manager			
Title	Priority	Description	Assignee
ASC Review	Medium		ASC-Reviewers

Step 2:

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

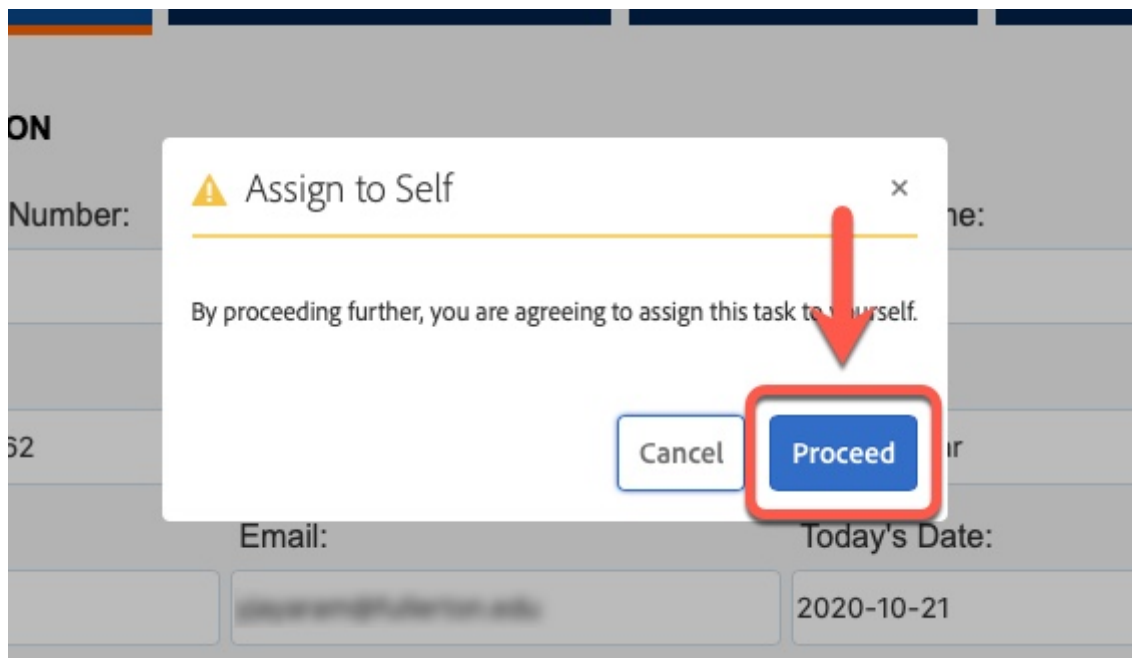
Adobe Experience Manager			
Title	Priority	Description	Assignee
ASC Review	Medium		ASC-Reviewers

The document icon will turn blue once it is selected



Step 3:

Click on the Proceed button to assign the request to yourself



Step 4:

Click on the **Leave of Absence Information** tab

Case ID
1031802

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information

Leave Of Absence Information

Supporting Documents

Signatures

STUDENT INFORMATION

* Student Identification Number:
800123456

* First Name:
Jack

* Last Name:
Malik

Telephone:
714/123-4567

Street:
123 Abbey Road

City:
Fullerton

State:
CA

Zip Code:
90017

Email:
jmalik@csu.fullerton.edu

Today's Date:
10 / 26 / 2020

Degree or credential objective (e.g., M.A. History or Single Subject Credential, etc.):
Music (Performance), CRT.

Step 5:

Review the information provided

Case ID
1032363

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information

Leave Of Absence Information

Supporting Documents

Signatures

GRADUATE DEGREE OR CREDENTIAL STUDENTS INFORMATION

Policy:
Students must be in good academic standing AND have completed at least six units (master's & DNP students) or eight units (Ed.D. students) toward the degree, or if a credential student, students must have completed at least one semester of coursework in good academic standing, while in residence at Cal State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day of classes for the semester being requested.

Leave requests for two consecutive semesters require appropriate substantial documentation detailing the circumstances that make it impossible or inadvisable to register for classes (e.g. doctor's note, employer's verification, etc.). A leave of absence is normally not granted for longer than two consecutive semesters. An approved leave does not extend the time limit imposed by the State for completing degree or credential requirements. It also does not exempt students from new credential requirements imposed by the State regardless of catalog year.

Reason(s) for requesting a leave of absence (attach documentation, as appropriate):
Financial

Semester(s) being requested:

☒ One Semester Term: Spring 2021

☐ Two semester Term: Select Term Term: Select Term

Have you taken a previous leave? ☐ YES ☒ NO

Semester(s) of any previous leave: Fall: Select an Option Spring: Select an Option

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Step 6:

Click on the **Supporting Documents** tab

Request For Leave Of Absence

Case ID: 1032363

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information | Leave Of Absence Information | **Supporting Documents** | Signatures

GRADUATE DEGREE OR CREDENTIAL STUDENTS INFORMATION

Policy:

Students must be in good academic standing AND have completed at least six units (master's & DNP students) or eight units (Ed.D. students) toward the degree, or if a credential student, students must have completed at least one semester of coursework in good academic standing, while in residence at Cal State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day of classes for the semester being requested.

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Step 7:

Click on the attachment link to view the document provided

Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information | Leave Of Absence Information | **Supporting Documents** | Signatures

Supporting Document 1

Attach

[Leave_of_Absence_UG.pdf](#)

Supporting Document 2


Attach

Supporting Document 3

Attach

Step 8:

Click on the **Signatures** tab



Request For Leave Of Absence

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Case ID
1031302

Student Information

Leave Of Absence Information

Supporting Documents

Signatures

Supporting Document 1

Attach

Leave_of_Absence_UG.pdf

Supporting Document 2

Attach

Supporting Document 3

Attach

Step 9: (Optional)

Provide a comment in the **Comments** field

STUDENT'S SIGNATURE

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

* Signature: * Date:

Comments:

ASC COMMENT

Comments:

Step 10:

When you are ready to proceed, click the Submit button

Submit Delegate

ASC Review

Task Details Document Workflow Details

Request For Leave Of Absence

Case ID: 1032363

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information Leave Of Absence Information Supporting Documents Signatures

STUDENT'S SIGNATURE

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

* Signature: Jack Malik * Date: 2020-10-28

Comments:

ASC COMMENT

Comments: Information provided sufficient

Step 11: (Optional)

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

Confirm

You are going to perform the following action:

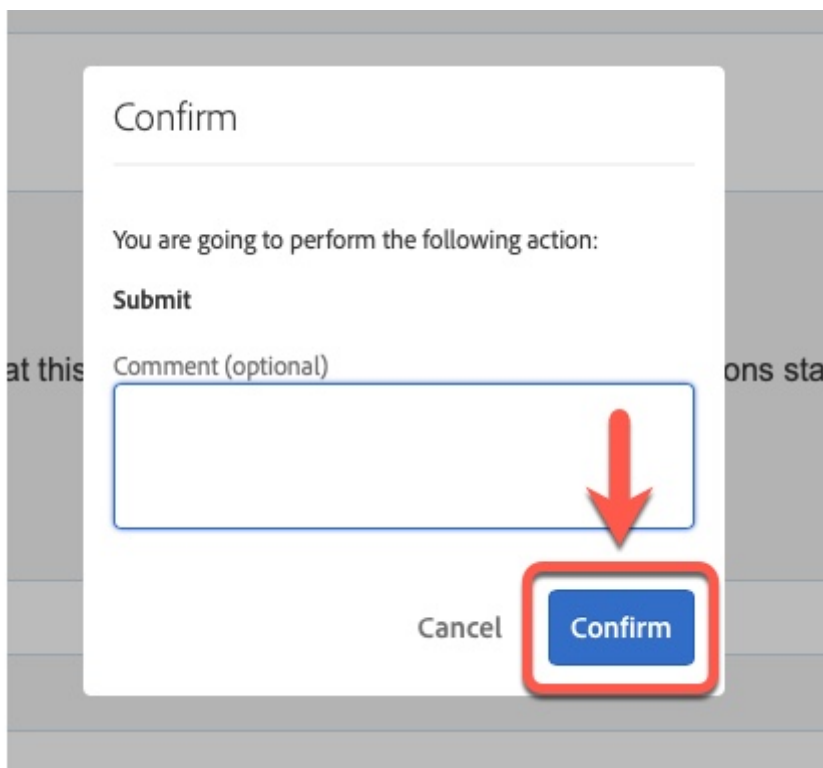
Submit

Comment (optional)

Cancel Confirm

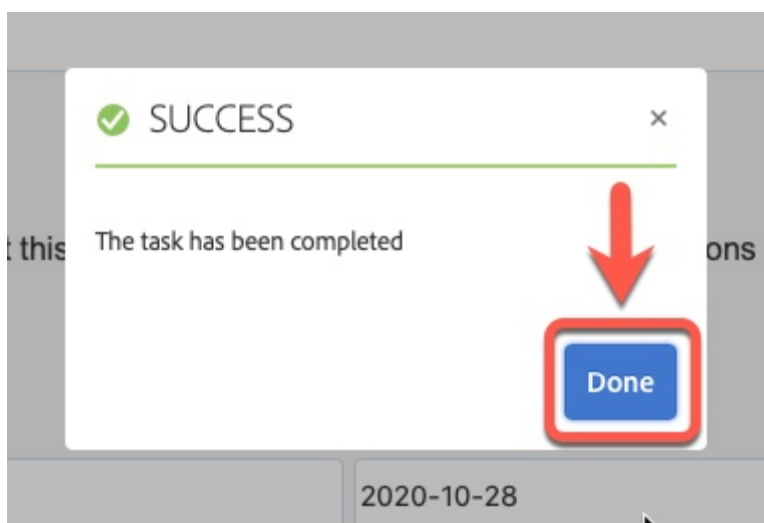
Step 12:

Click on the **Confirm** button



Step 13:

Click on the **Done** button



Graduate Studies

Step 1:

Login to AEM Inbox

[Accessing AEM Inbox Items](#)

Adobe Experience Manager			
			Inbox
Title	Priority	Description	Assignee
International Office Review	Medium	Complete form and submit	International-Office-Reviewers
Records Review	Medium	Complete form and submit	Records-Office-Reviewers
Graduate Studies Review	Medium	Complete form and submit	Graduate-Studies-Reviewers

Step 2:

Select the document you would like to work on

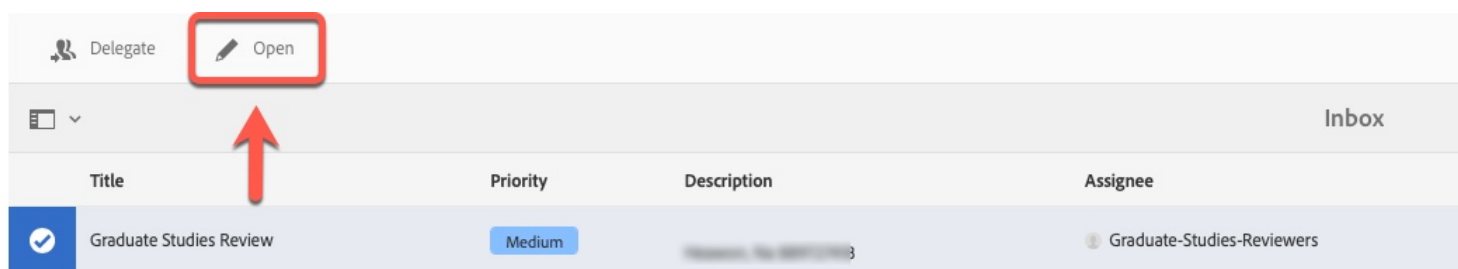
Adobe Experience Manager			
			Inbox
Title	Priority	Description	Assignee
Graduate Studies Review	Medium	Complete form and submit	Graduate-Studies-Reviewers
Graduate Studies Review	Medium	Complete form and submit	Graduate-Studies-Reviewers

The document will turn blue once selected

<div> <div>Delegate</div> <div>Open</div> </div>			
			Inbox
Title	Priority	Description	Assignee
Graduate Studies Review	Medium	Complete form and submit	Graduate-Studies-Reviewers

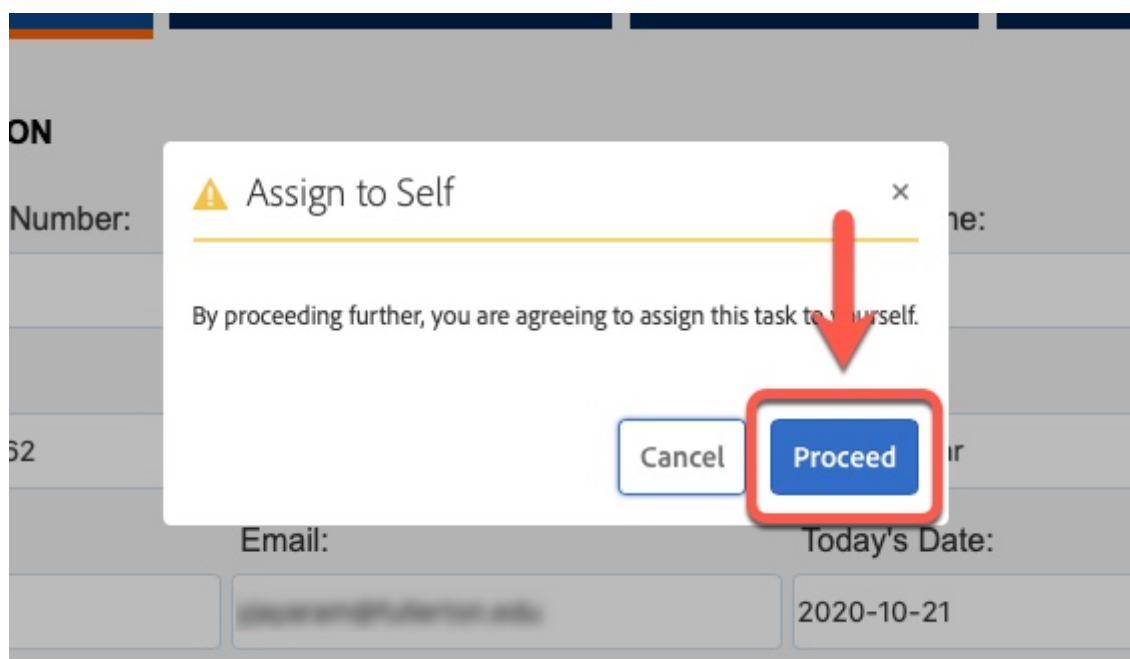
Step 3:

Click on the **Open** button



Step 4:

Click on the **Proceed** button to assign the request to yourself



Step 5:

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

Submit Delegate

Graduate Studies Review

Document Workflow Details

« Task Details

Request For Leave Of Absence

Case ID
1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information Leave Of Absence Information Supporting Documents Signatures

STUDENT INFORMATION

* Student Identification Number: * First Name: * Last Name: Telephone:

Street: City: State:

Zip Code: Email: Today's Date:

Degree or credential objective (e.g., M.A. History or Single Subject Credential, etc.):

Undeclared/Credential Only, Postbaccalaureate Credential

Step 6:

Click on the **Leave of Absence Information** tab

Submit Delegate

International Office Review

Document Workflow Details

« Task Details

Request For Leave Of Absence

Case ID
1031802

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information **Leave Of Absence Information** Supporting Documents Signatures

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 Credential, etc.):

Music (Performance), CRT.

Step 7:

Review the information provided

Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information **Leave Of Absence Information** **Supporting Documents** **Signatures**

GRADUATE DEGREE OR CREDENTIAL STUDENTS INFORMATION

Policy:

Students must be in good academic standing AND have completed at least six units (master's & DNP students) or eight units (Ed.D. students) toward the degree, or if a credential student, students must have completed at least one semester of coursework in good academic standing, while in residence at Cal State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day of classes for the semester being requested.

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Reason(s) for requesting a leave of absence (attach documentation, as appropriate):

Financial

Semester(s) being requested:

☐ One Semester Term: Select Term

☒ Two semester Term: Fall 2020 Spring 2021

Have you taken a previous leave? ☒ YES ☐ NO

Semester(s) of any previous leave: Fall 2019 Spring Select an Option

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Step 8:

Click on the **Supporting Documents** tab

Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information **Leave Of Absence Information** **Supporting Documents** **Signatures**

GRADUATE DEGREE OR CREDENTIAL STUDENTS INFORMATION

Policy:

Students must be in good academic standing AND have completed at least six units (master's & DNP students) or eight units (Ed.D. students) toward the degree, or if a credential student, students must have completed at least one semester of coursework in good academic standing, while in residence at Cal State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day of classes for the semester being requested.

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Reason(s) for requesting a leave of absence (attach documentation, as appropriate):

Financial

Semester(s) being requested:

☐ One Semester Term: Select Term

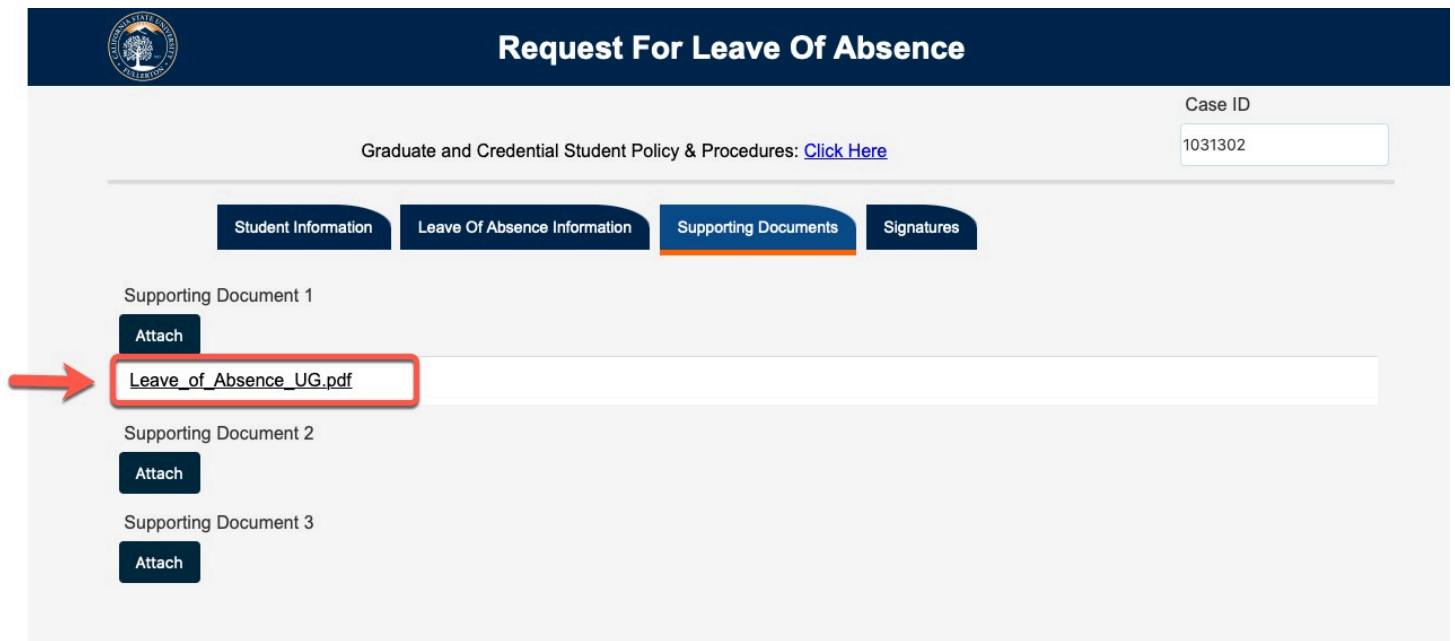
☒ Two semester Term: Fall 2020 Spring 2021

Have you taken a previous leave? ☒ YES ☐ NO

Semester(s) of any previous leave: Fall 2019 Spring Select an Option

Step 9:

Click on the attachment link to view the document provided



Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information | Leave Of Absence Information | **Supporting Documents** | Signatures

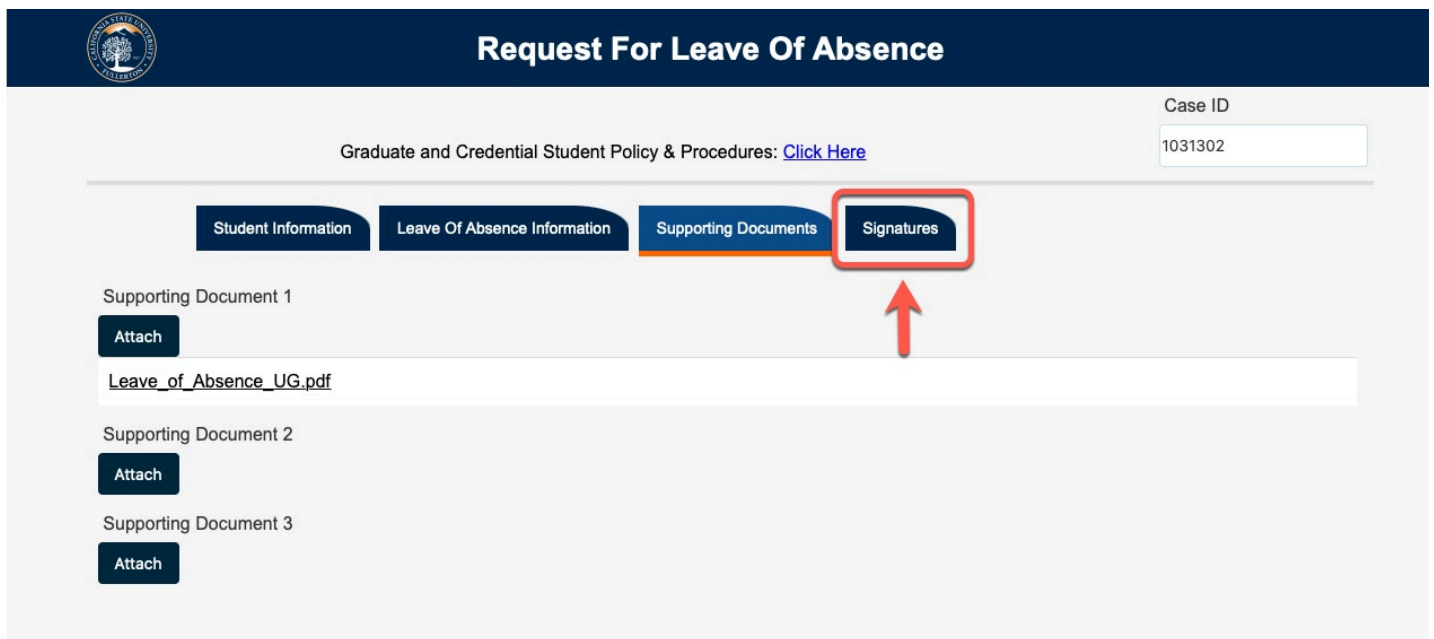
Supporting Document 1
 Attach
 Leave_of_Absence_UG.pdf

Supporting Document 2
 Attach

Supporting Document 3
 Attach

Step 10:

Click on the **Signatures** tab



Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information | Leave Of Absence Information | Supporting Documents | **Signatures**

Supporting Document 1
 Attach
 Leave_of_Absence_UG.pdf

Supporting Document 2
 Attach

Supporting Document 3
 Attach

Step 11:

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

A) Student's comments

B) ASC's comments

Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Signatures

STUDENT'S SIGNATURE

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

* Signature: Jack Malik * Date: 2020-10-21

A Comments: If you need more proof, please let me know.

ASC COMMENT

B Comments:

GRADUATE STUDIES SIGNATURE

☐ In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature: Adrian Williams * Date: 2020-10-28

Comments:

Step 12:

Scroll down to the **Graduate Studies Signature** section

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

GRADUATE STUDIES SIGNATURE

☒ In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature: Adrian Williams * Date: 2020-10-28

Comments:

Step 13: (Optional)

Leave a comment in the **Comments** field

GRADUATE STUDIES SIGNATURE

☒ In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

☒ Approval ☐ Denial

* Signature:

Adrian Williams

* Date:

2020-10-28



Comments:



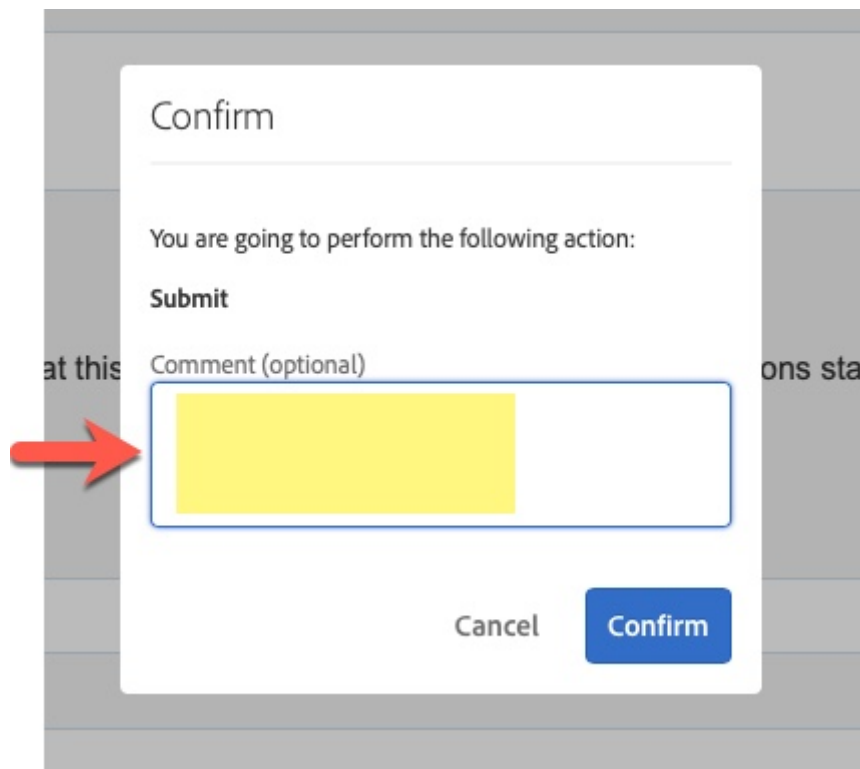
Step 14:

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

The screenshot shows the 'Graduate Studies Review' form. At the top left, there is a 'Submit' button with a red box around it and a red arrow pointing to it. Next to it is a 'Delegate' button. Below these buttons is a navigation bar with 'Task Details' and 'Document' (which is selected). The main content area shows the 'GRADUATE STUDIES SIGNATURE' section, which includes a checkbox for approving the request, radio buttons for 'Approval' (selected) and 'Denial', and fields for 'Signature' (Adrian Williams) and 'Date' (2020-10-28). Below these fields is a 'Comments' field with the text 'Agree with ASC assessment / decision.'.

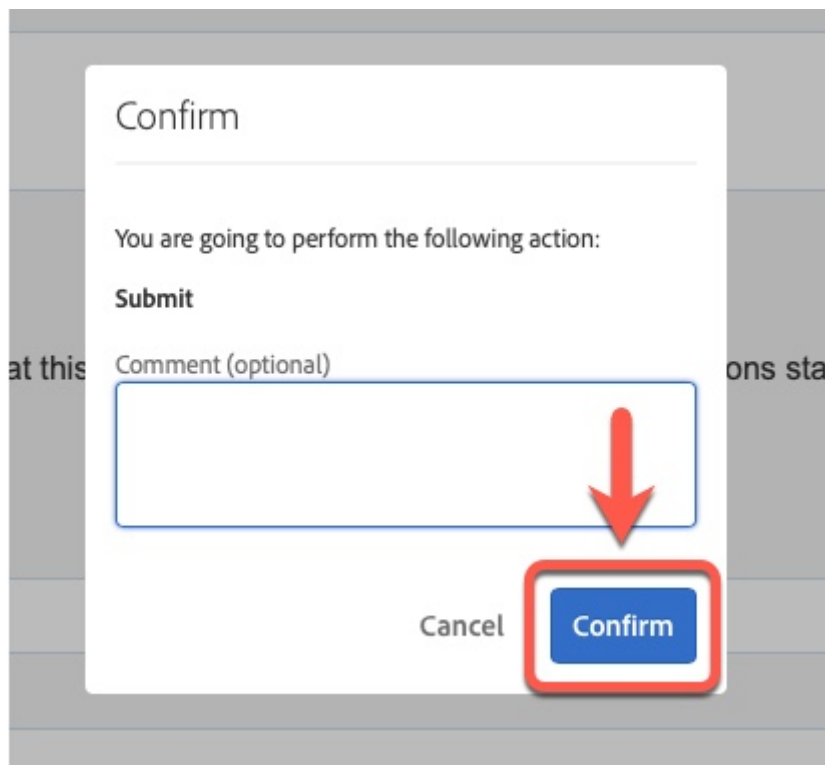
Step 15: (Optional)

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



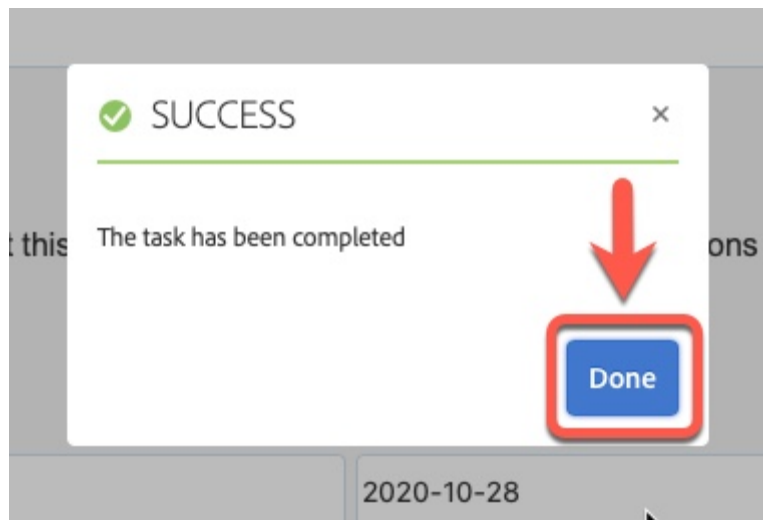
Step 16:

Click the **Confirm** button



Step 17:

Click The **Done** button



Records Review

Step 1:



Log into the AEM Inbox

[Accessing AEM Inbox Items](#)





Adobe Experience Manager			
Inbox			
Title	Priority	Description	Assignee
Records Review	Medium	Records, No Audit Trail	Records-Office-Reviewers
International Office Review	Medium	Integrates from International	International-Office-Reviewers

Step 2:

Select the document you would like to work on





Adobe Experience Manager			
Inbox			
	Priority	Description	Assignee
 Records Review	Medium	Heawon, Na 889727418	Records-Office-Reviewers
 International Office Review	Medium	Jongueui, Kim 886689306	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	Jongueui, Kim 886689306	International-Office-Reviewers

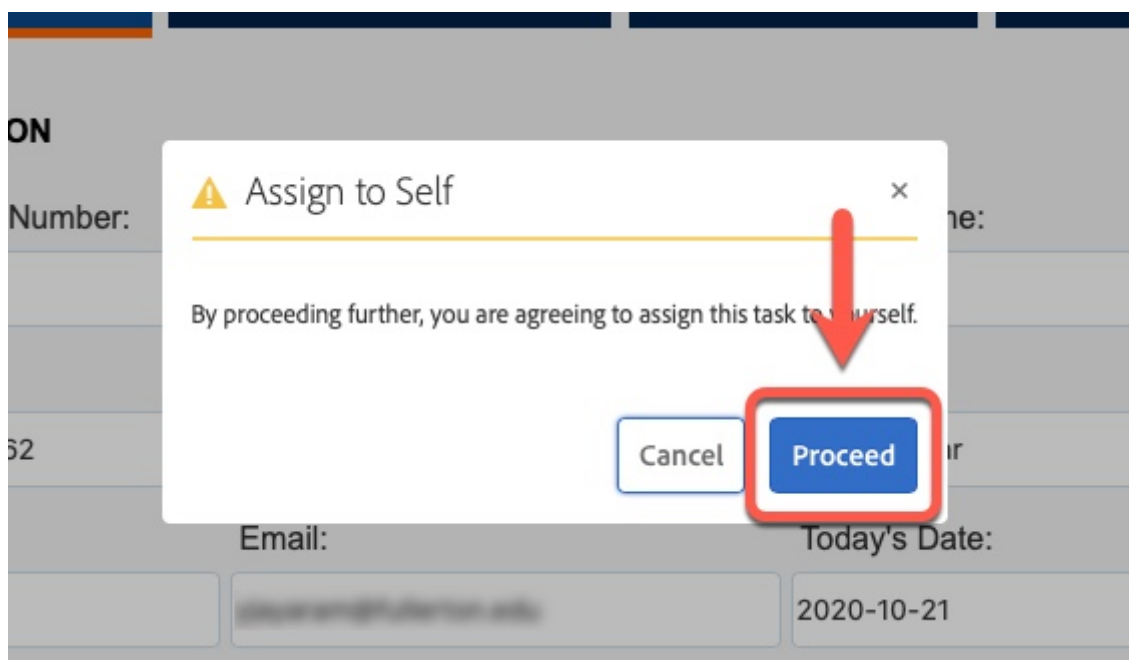
Step 3:

Click the **Open** button

 Delegate  Open			
Inbox			
Title	Priority	Description	Assignee
 Records Review	Medium	Heawon, Na 889727418	Records-Office-Reviewers
 International Office Review	Medium	Jongueui, Kim 886689306	International-Office-Reviewers

Step 4:

Click the Proceed button to assign the request to yourself



Step 5:

Click on the **Leave of Absence Information** tab

Submit Delegate Close

International Office Review

Task Details Document Workflow Details

Request For Leave Of Absence

Graduate and Credential Student Policy & Procedures: [Click Here](#) Case ID: 1031802

Student Information **Leave Of Absence Information** Supporting Documents Signatures

STUDENT INFORMATION

* Student Identification Number: 800123456 * First Name: Jack * Last Name: Malik Telephone: 714/123-4567

Street: 123 Abbey Road City: Fullerton State: CA

Zip Code: 90017 Email: jmalik@csu.fullerton.edu Today's Date: 10/26/2020

Degree or credential objective (e.g., M.A. History or Single Subject Credential, etc.):

Music (Performance), CRT.

Step 6:

Review the information provided

Request For Leave Of Absence

Case ID: 1031802

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information **Leave Of Absence Information** **Supporting Documents** **Signatures**

GRADUATE DEGREE OR CREDENTIAL STUDENTS INFORMATION

Policy:

Students must be in good academic standing AND have completed at least six units (master's & DNP students) or eight units (Ed.D. students) toward the degree, or if a credential student, students must have completed at least one semester of coursework in good academic standing, while in residence at Cal State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day of classes for the semester being requested.

Leave requests for two consecutive semesters require appropriate substantial documentation detailing the circumstances that make it impossible or inadvisable to register for classes (e.g. doctor's note, employer's verification, etc.). A leave of absence is normally not granted for longer than two consecutive semesters. An approved leave does not extend the time limit imposed by the State for completing degree or credential requirements. It also does not exempt students from new credential requirements imposed by the State regardless of catalog year.

Reason(s) for requesting a leave of absence (attach documentation, as appropriate):

Financial

Semester(s) being requested:

☒ One Semester ☐ Two semester

Term: Spring 2021

Term: Select Term

Term: Select Term

Have you taken a previous leave? ☐ YES ☒ NO

Semester(s) of any previous leave: Fall Spring

Select an Option Select an Option

Step 7:

Click on the **Supporting Documents** tab

Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information **Leave Of Absence Information** **Supporting Documents** **Signatures**

GRADUATE DEGREE OR CREDENTIAL STUDENTS INFORMATION

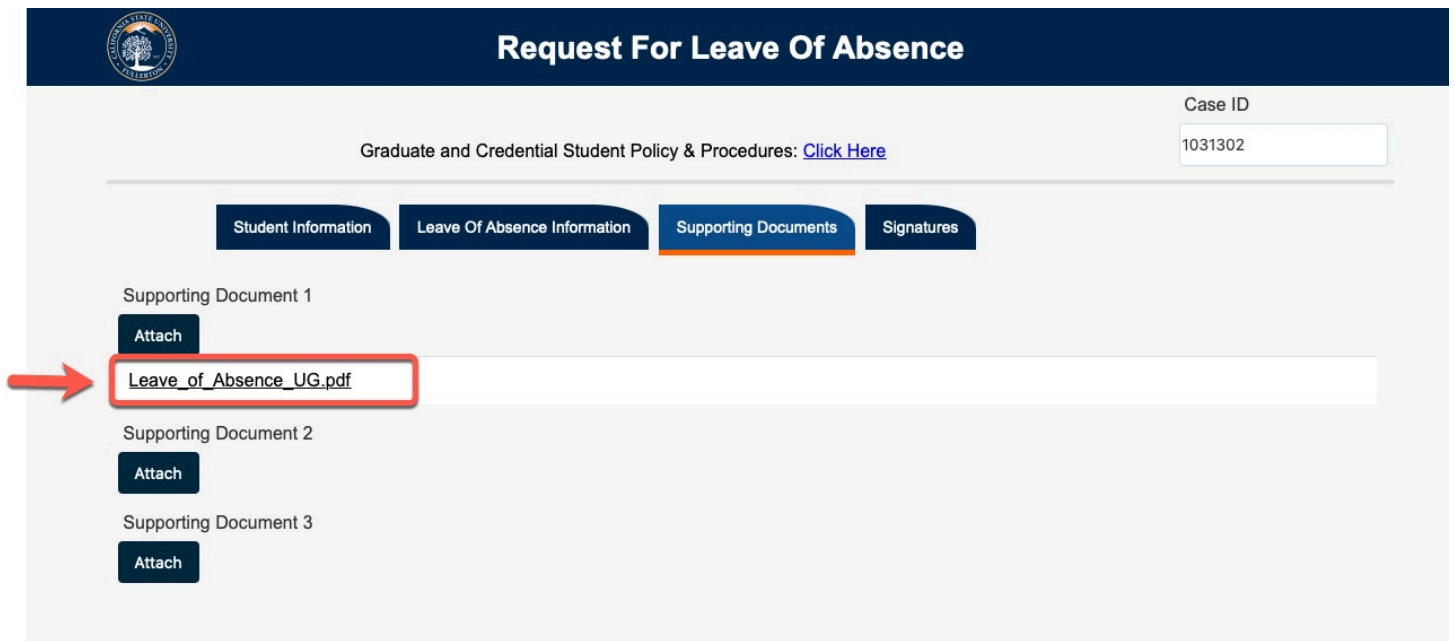
Policy:

Students must be in good academic standing AND have completed at least six units (master's & DNP students) or eight units (Ed.D. students) toward the degree, or if a credential student, students must have completed at least one semester of coursework in good academic standing, while in residence at Cal State Fullerton in order to qualify for a leave. It is recommended that leave requests be submitted before the first day of classes for the semester being requested.

Leave requests for two consecutive semesters require appropriate substantial documentation detailing the circumstances that make it impossible or inadvisable to register for classes (e.g. doctor's note, employer's verification, etc.). A leave of absence is normally not granted for longer than two consecutive semesters. An approved leave does not extend the time limit imposed by the State for completing degree or credential requirements. It also does not exempt students from new credential requirements imposed by the State regardless of catalog year.

Step 8:

Click on the attachment link to view the document provided



Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information | Leave Of Absence Information | **Supporting Documents** | Signatures

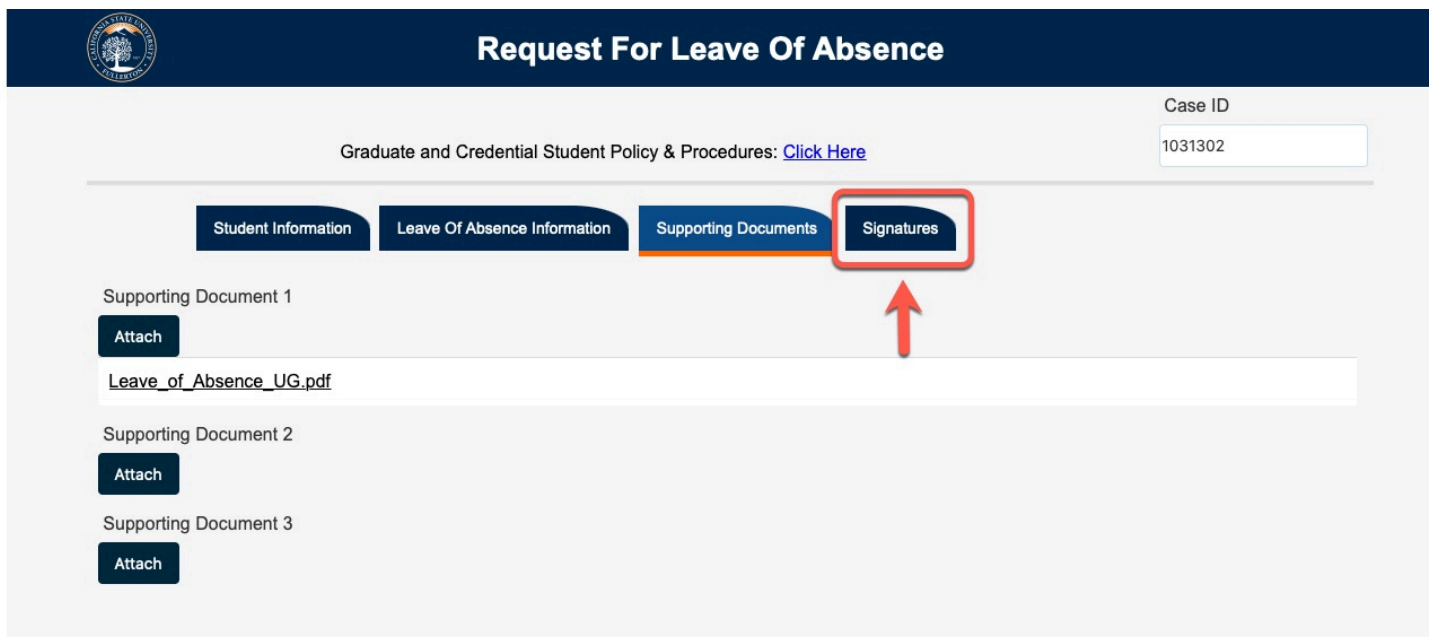
Supporting Document 1
Attach
Leave_of_Absence_UG.pdf

Supporting Document 2
Attach

Supporting Document 3
Attach

Step 9:

Click on the **Signatures** tab



Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information | Leave Of Absence Information | Supporting Documents | **Signatures**

Supporting Document 1
Attach
Leave_of_Absence_UG.pdf

Supporting Document 2
Attach

Supporting Document 3
Attach

Step 10:

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

A) Student's Comments

B) ASC's Comments

C) Graduate Studies' Comments

Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information | Leave Of Absence Information | Supporting Documents | **Signatures** | Records Office Signature

STUDENT'S SIGNATURE

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

* Signature: Administrator * Date: 2020-10-21

A Comments:

ASC COMMENT

B Comments:

GRADUATE STUDIES SIGNATURE

☒ In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature: Melissa Dominguez * Date: 2020-10-28

Comments:

Agree with ASC assessment / decision.

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Step 11:

Click on the **Records Office Signature** tab

Request For Leave Of Absence

Case ID: 1031302

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Student Information | Leave Of Absence Information | Supporting Documents | Signatures | **Records Office Signature**

STUDENT'S SIGNATURE

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

* Signature: Administrator * Date: 2020-10-21

Step 12:

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

Request For Leave Of Absence

Graduate and Credential Student Policy & Procedures: [Click Here](#)

Case ID

1031302

Student Information

Leave Of Absence Information

Supporting Documents

Signatures

Records Office Signature

RECORDS OFFICE USE ONLY

→

☐

In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

* Date:

Comments:

Your signature will populate upon checking the box

RECORDS OFFICE USE ONLY

☒

In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

☐ Approval ☐ Denial

* Signature:

Cameron Smith

* Date:

2020-10-28

Comments:


Step 13:

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

RECORDS OFFICE USE ONLY

☒ In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

 ☐ Approval ☐ Denial

* Signature: * Date: 

Comments:


Step 14: (Optional)


Leave a comment in the **Comments** field

RECORDS OFFICE USE ONLY

☒ In approving this request, my signature confirms that this leave of absence request meets the stipulations stated in the University Policy

☒ Approval ☐ Denial

* Signature: * Date: 

Comments: 

Step 15:

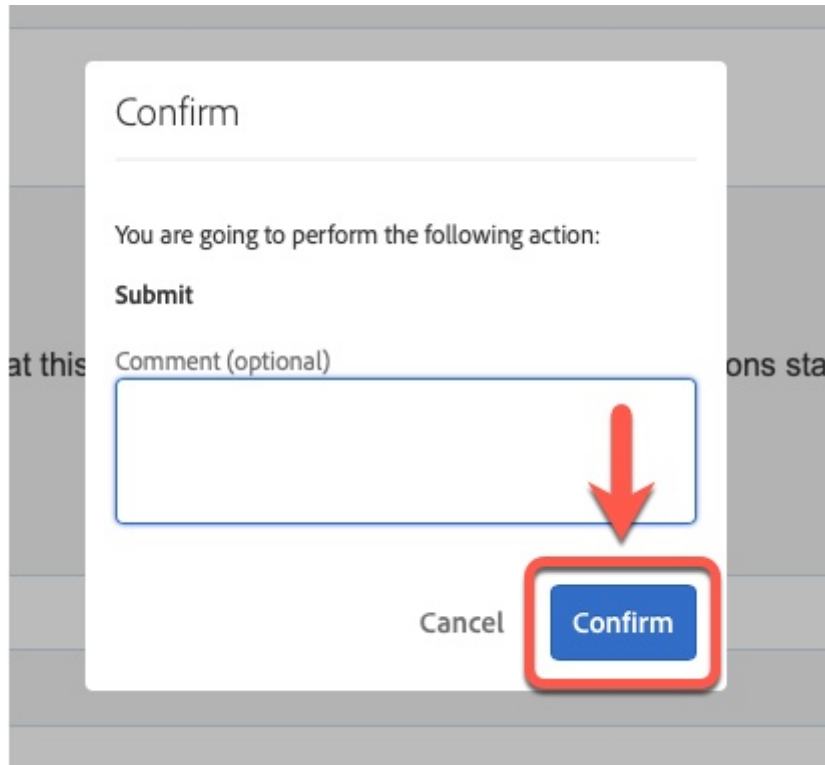
When you are ready to submit, click on the **Submit** button

Step 16: (Optional)

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

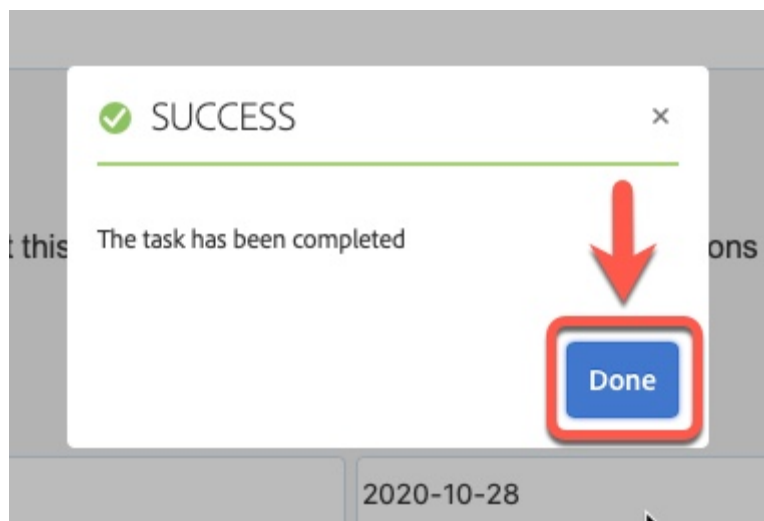
Step 17:

Click the **Confirm** button



Step 18:

Click on the **Done** button



Need More Help?

For questions or assistance, please contact the IT Help Desk at:

helpdesk@fullerton.edu

657-278-7777