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8 **POLICY RECOMMENDATION**
9 **Amendment B to University Policy S15-3,**
10 **Leaves of Absence for Students**

11 **Amends:** University Policy S15-3, Leaves of Absence for Students.
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13 **Whereas:** Leaves of absence (LOA) for students have been granted for many years
14 at SJSU; and
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16 **Whereas:** Students have the right to substantiate that personal and/or financial
17 hardships affect their educational goals; and
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19 **Whereas:** Changes in position titles in the Office of Undergraduate Education
20 and the College of Graduate Studies necessitate an update to the
21 membership of the Leaves of Absence Committee; therefore be it
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23 **Resolved:** That Section III, Process, second paragraph, in University Policy S15-3 be
24 amended as follows:
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26 For first-semester, retroactive, and educational leaves, or in cases in which the
27 Registrar determines that a university review is needed, the petition shall be
28 forwarded for ultimate decision to a Leave-of-Absence Committee consisting of
29 the Vice President for Student Affairs (or designee), the ~~Associate Dean of~~
30 ~~Undergraduate Studies~~, Associate Dean of Undergraduate Education and the
31 ~~Associate Dean of Graduate Studies~~ Associate Dean of Inclusive Student
32 Success from the College of Graduate Studies, with a majority vote required
33 for approval. The Registrar or designee shall also serve as a nonvoting
34 member of this committee. Students awarded a leave of absence may return to
35 active enrollment the semester following the leave without application for re-
36 admission. These students are guaranteed the right to return to their
37 department and degree program even if that program has restricted access
38 during the time of the approved leave, such as by admission caps. The
39 Registrar shall inform the departments/schools of the award, denial, extension,
40 and duration of leaves within a timely period.
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42 **Rationale:** The reorganization of Undergraduate Education and the College of Graduate Studies
43 (CGS) came with title changes to the roles named in the Leave-of-Absence Committee. At this time
44 there is no Associate Dean of Undergraduate Studies, but rather an Associate Dean of
45 Undergraduate Education. This minor editorial change can be instituted through Bylaw 10.1.
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47 Further, whereas before there was one Associate Dean of Graduate Studies, now there are two: the
48 Associate Dean of Graduate Programs and the Associate Dean of Inclusive Student Success.

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50 Having consulted with the leadership of CGS and subsequently deliberated on the matter, O&G
51 recommends that CGS's Associate Dean for Inclusive Student Success serve on the Leave-of-
52 Absence Committee, as the specialization and expertise associated with this role seems to be the
53 most appropriate match.

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56 **Approved:** February 1, 2022

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58 **Vote:** 9-0-0

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60 **Present:** Baur, Hart, Higgins, Jochim, Kataoka, Millora, Muñoz-Muñoz, Sandoval-Rios, Tian

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62 **Absent:** Zhao

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64 **Financial impact:** None anticipated.

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66 **Workload impact:** None anticipated.

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