

Replaced by 593-1

F73-1

ACADEMIC COUNCIL POLICY RECOMMENDATION

The Academic Council at its meeting of November 5, 1973 passed the following resolution as presented by Dr. J. McCann, Chairman, Curriculum Committee (and as friendly amended):

PLANNED STUDENT LEAVES

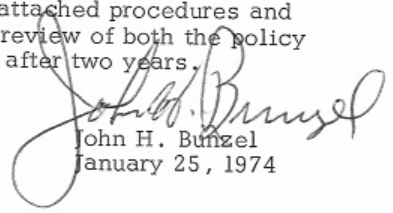
San Jose State University has an educational leave of absence which allows students to absent themselves from the University without losing regular, continuous, student status. Students in disqualified status are not eligible for leaves of absence.

Any student who secures a leave of absence may be readmitted as a continuing student without being charged the \$20 application fee. The leave arrangements must be made in advance with the chairman of the department in which the student is majoring. An undergraduate student in Undeclared Status will make leave arrangements with the Undergraduate Studies Office.

Appropriate forms must be secured from the Registrar's Office. Completed forms must be filed with the Registrar's Office.

ACTION BY UNIVERSITY PRESIDENT:

Approved with the provision that the policy shall be implemented by means of the attached procedures and with the understanding that a review of both the policy and the procedures will occur after two years.


John H. Bunzel
January 25, 1974

Copies to:

*EVP
AVP
All Dean*

RE: Planned Student Leave Program - Policy Guidelines

San Jose

In a recent action the Board of Trustees approved a Planned Student Leave Program for all campuses. The purpose of such leave policy is to permit a student to be absent from regular attendance for one or more terms while maintaining certain rights and privileges ordinarily associated with continuing enrollment status and an ongoing relationship with the campus. Reasons for seeking a leave are likely to be diverse. However, all applicants would have at least two common characteristics: an intention to return to formal study within a specified period and a plan for how the time is to be spent in relation to an educational objective.

To implement this program at San Jose State University the following policy guidelines are established:

The Planned Student Leave Program is effective immediately. The opportunity to apply for such leave must be available to all students except those attending their first semester (or a first semester after an absence) and those students in disqualified status.

Leave arrangements must be made in advance with the chairman of the department in which the student is majoring. A lower division student in undeclared status must make leave arrangements with the Dean of Undergraduate Studies.

Upon receipt of a leave request the appropriate official will:

- (a) Review the leave request to determine whether the student's plan justifies granting a leave rather than simple withdrawal from campus and readmission at a later date.
- (b) Authorize the conditions under which the leave is granted and verify that these terms have been met. If the student's plan is deemed justified, department chairman or the Dean of Undergraduate Studies may grant leaves for a period of from one to four semesters.
- (c) Act as the main student-University communication channel during this period of leave.
- (d) Notify the Registrar when the period of a planned leave is reduced, extended, or if the student fails to meet the terms of the leave. Notification should reach the Registrar in time to make necessary adjustments to the registration procedures.

It should be understood that students who meet the terms of the leave are guaranteed return to their department even though it is, or becomes, a Chancellor-designated impacted program or a program which has a restricted number of applicants. However, it should also be noted that students granted leave at the lower division level and who return to the University at the upper division level in a Chancellor-designated impacted major, are subject to readmission consideration based on meeting the Supplementary Admission Criteria required of applicants seeking entrance to those fields of study.

Students granted leave and who return to campus on the scheduled date need not file an application for readmission to the University.

Appropriate leave forms must be secured from the Registrar's Office. Completed leave forms must be filed with the Registrar's Office.

EXPLANATION OF A PLANNED STUDENT LEAVE

San Jose State University has an education leave of absence which allows students to absent themselves from the University without losing regular or continuing student status. Students in disqualified status are not eligible for the Planned Student Leave.

Any student who secures a Planned Student Leave may be readmitted as a continuing student without being charged the \$20 application fee. The leave arrangements must be made in advance with the chairman of the department in which the student is majoring. An undergraduate student in Undeclared Status will make leave arrangements with the Dean of Undergraduate Studies.

The reasons for seeking a leave are likely to be diverse. However, all applicants would have at least two common characteristics: an intention to return to formal study within a specified period and a plan for how the time is to be spent in relation to an educational objective.

Further instructions will be found on the reverse side of the leave form.

INSTRUCTIONS

1. The Planned Student Leave must have the approval of the student's major department chairman (for Undeclared Majors the Dean of Undergraduate Studies) and will be approved only if it has been determined that the leave is related to a student's educational objective.
2. Student must check-out with the various offices on campus as indicated on the front side of this form.
3. It is the student's responsibility to notify the department chairman or the Dean of Undergraduate Studies who granted the leave of any changes in his original leave request. This information must be immediately forwarded by the department chairman or Dean of Undergraduate Studies to the Registrar's Office.
4. A reapplication IS NOT REQUIRED provided the terms of the leave are met.
5. If the student has attended any other educational institution during this leave period, he must provide the Office of Admissions with an official transcript immediately upon the conclusion of his course work.
6. When the form has been completely filled out and APPROVED OR DISAPPROVED, it is the responsibility of the department chairman or the Undergraduate Dean to file this form with the Registrar's Office, Library North 107, and to notify the student of the action taken.

PLANNED STUDENT LEAVE FORM

Complete this form and return it to the Registrar's Office (LN 110). Please read the instructions on the reverse side for further information.

NAME: _____
Last First Middle Maiden

PERMANENT MAILING ADDRESS: _____
Number Street City State Zip Code

PRESENT STATUS: _____ CLASS LEVEL _____
First Time Freshman _____ Freshman _____
Transfer Student this semester _____ Sophomore _____
Previously enrolled _____ Junior _____
Senior _____
Graduate _____

MAJOR: _____ LEAVE TO BEGIN: _____
Semester Year
RETURN DATE: _____
Semester Year

Describe how this leave will contribute to your educational objective. Please define "educational objective":

How will the time be spent:

STUDENT MUST CLEAR WITH THE FOLLOWING OFFICES:
Financial Aids Business Office (Adm. 102) _____
Financial Aids Coordinator (Adm. 234) _____
Cashier's Office (Adm. 103) _____

SIGNATURE: _____
Major Department Chairman _____ Approval _____
Disapproval _____
Undergraduate Dean _____ Approval _____
(for Undeclared Majors) Disapproval _____