

S93-1 PLANNED STUDENT LEAVES; ABSENCE

Replaces F73-1.

At its meeting of February 15, 1993, the Academic Senate approved the attached Policy Recommendation presented by John Engell of the Instruction and Student Affairs Committee.

ACTION BY THE UNIVERSITY PRESIDENT:

"Approved as University Policy" Signed J. Handel Evans, 2/17/92.

San José 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 application fee. The leave arrangements must be made in advance with the chair of the department in which the student is majoring. Any undergraduate student in Undeclared Status will make leave arrangements with the Undergraduate Studies Office. A graduate student in Unclassified Status will make leave arrangements with the Graduate Studies Office.

Appropriate forms must be secured from the Student Information Center of the Admissions and Records Office. Completed forms must be filed with the Student Information Center of the Admissions and Records Office.