

DELAY/LEAVE OF ABSENCE FROM PROGRAM & WITHDRAWAL FROM PROGRAM - FORM

- Delay in Program /Leave of Absence
 Withdrawal from Program

Last Name, First, MI

Street Address

City, State, Zip

Student ID Number

Social Security Number

(Area Code) Phone Number

E-mail Address

I am requesting a Delay in Program/Withdrawal for the following term:

- Fall, Year _____
 Spring, Year _____

There are several steps to request a delay in the program or withdrawal from the School of Education (SOE) program and the University. For additional information concerning University policies and procedures, please refer to the Graduate Studies section of the CSUSM Catalog or the Office of Graduate Studies and Research website at: <http://www.csusm.edu/gsr/graduatestudies/index.html>.

There are two withdrawal policies to follow: University Office of Registration & Records and the School of Education (Please follow each step in the checklist below to ensure that your delay or withdrawal is complete):

- Submit SOE Leave of Absence/ Withdrawal Form to the CEHHS, Student Services Office, UH 221, (760) 750-4277
- Submit Withdrawal Form to the Office of the Registrar: <http://www.csusm.edu/enroll/allforms/index.html> or LOA Form to the Office of Graduate Studies and Research: <http://www.csusm.edu/gsr/graduatestudies/forms.html>
- Contact the Program Coordinator(s) or Faculty Advisor
- Contact your University Supervisor, if you are enrolled in clinical practice
- Contact the Financial Aid Office – (760)750-4850

Reason for delay / withdrawal (please check all that apply):

- Financial hardship
- Personal hardship – explain (optional): _____
- Conflicting work schedule
- Other: _____

Due to the dynamic nature of all academic disciplines, program changes may occur. The SOE requires students in full-time teacher preparation programs to complete their coursework and clinical practice within a three-year time limit, commencing from the beginning of coursework in that program. Part-time students have a four-year time limit.

Master's candidates must complete requirements for the degree within five years of admission as a Conditionally Classified or Classified student. Authorized leaves of absence do not extend the time limit for completion of the degree. Students who take a leave for two consecutive semesters will be required to pay a reapplication fee upon their reinstatement to the University.

PLEASE NOTE: Students whose time limit has lapsed will be terminated from the program and will have to reapply to the program to be reinstated. Students who are not reinstated may appeal to the Student Appeals Committee. It is the responsibility of the student to contact the SOE, Education Services Center in advance of returning to the program. Please allow adequate time to make appropriate arrangements and receive advising prior to re-enrollment. Early notification is imperative.

Student Signature

Date