A Planned Leave must be requested prior to the beginning of the term for which the leave is to begin.

**Graduate Standing:**
- Conditionally Classified □
- Credential □
- Classified □
- GPA □

Circle term and enter year (Minimum of 1 term, maximum of 1 year):

- Leave to begin: Fall / Spring ___________
- Plan to Return: Fall / Spring ___________

**Anticipated Graduation Date:**
- Fall / Spring ___________

Is this an extension of an approved Planned Educational Leave? Yes / No (Circle)

Approval of the leave does not constitute an extension of the time period for the completion of all coursework and other requirements for the Master's degree.

**Program Coordinator Approval:**
- Approved □
- Denied □

Program Coordinator Signature

Please explain briefly how this leave will assist in clarifying your goals or relate to your educational objectives:

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Did you receive financial aid at CSUDH? Yes / No (Circle)

If yes, you must clear with the Financial Aid Office before your leave can be approved.

Financial Aid Officer's Name
Financial Aid Officer's Signature
Date

I have read the provisions of the Planned Educational Leave Policy in the University Catalog and understand that non-compliance will result in forfeiture of the advantages of the planned leave.

Student Signature Date

FOR OFFICE USE ONLY:

Graduate Studies Signature: Good Standing □ Yes □ No

- □ Approved
- □ Denied
- □ Returned Unprocessed

Reason:
- □ Student Notified
- Processed By:
- Date Posted: