



Date: March 3, 2023

To: Kris Bezdecny, Chair, Academic Senate Executive Committee

From: Mauricio Castillo, Chair Educational Policy Committee

Copies: M. Garcia, M. Hawley, C. Pugh, K. Fisher, R. Roquemore, M. Ramirez, M. Oropeza-Fujimoto, C. Wang

Subject: **EPC Memo 22:02 Proposed Modification - Continuing Student Status Policy – Chapter V of the Faculty Handbook**

The Educational Policy Committee (EPC) was asked by the Graduate Studies Subcommittee (GSS) to make changes to the Continuing Student Status Policy as the existing policy outlining the requirements for continuing status did not take into account graduate students who are advanced to candidacy. EPC reviewed and approved the recommended changes by GSS and recommended to advance it to the Executive Committee of the Academic Senate.

Requirements for Continuing Status

Lines 22-25: Language added to differentiate requirements for continuing status for graduate students that considers the need to file a petition for leave for students who have advanced to candidacy, and that they are not subject to the education leave rules otherwise listed in the rest of the document.

Lines 30-31: Language added to stipulate that a return from education leave is only available to those graduate students that have not advanced to candidacy.

Lines 45-48: Includes added stipulations that graduate students that have not advanced to candidacy can request up to an additional two consecutive semesters of educational leave upon approval by their department or division chair, or school director, in addition to the college graduate dean.

1 Continuing Student Status

2 (Senate: 3/16/68, 8/14/74, 11/19/19, 2/1/22; President: 4/3/68, 8/29/74, 1/13/20, 2/7/22)

3 This policy defines the “Continuing Student Status” for undergraduate and graduate students. A student who
4 has lost continuing student status must reapply to the university, and shall be held to the catalog requirements
5 in effect at the time of readmission or must be eligible to petition to return from an educational leave as defined
6 below. For the purposes of this policy, only fall and spring terms are considered semesters, while winter and
7 summer terms are not. Enrollment in winter or summer terms does not count towards maintaining continuing
8 student status, and lack of enrollment in winter or summer terms does not interrupt continuous enrollment. If
9 a student withdraws from all classes in a given semester, that semester will not count towards maintaining
10 continuing student status.

11 Students who are enrolled in consecutive semesters will maintain continuing student status.

12
13 Undergraduate students will maintain continuing student status if they are absent for one semester as long as
14 they enroll in the following semester. Undergraduate students will lose continuing student status if they are
15 absent for two consecutive semesters.

16
17 Graduate students who have not Advanced to Candidacy will maintain continuing student status if they are
18 absent for one semester as long as they enroll in the following semester. Graduate students who have not
19 Advanced to Candidacy will lose continuing student status if they are absent for two consecutive semesters.

20
21 Graduate students who have Advanced to Candidacy will lose continuing student status if they are absent for
22 one semester of absence (i.e., any break in continuous enrollment). GRADUATE STUDENTS WHO HAVE
23 ADVANCED TO CANDIDACY MUST FILE A PETITION FOR LEAVE OF ABSENCE PRIOR TO TAKING
24 THEIR LEAVE; THEY ARE NOT ELIGIBLE FOR RETURN FROM EDUCATIONAL LEAVE AS DESCRIBED
25 BELOW.

26 27 28 **Return from Educational Leaves**

29
30 A petition to return from an educational leave is only available to students in good standing WHO HAVE NOT
31 ADVANCED TO CANDIDACY AND who have lost continuing student status due only to absence not
32 exceeding the allowance indicated below. Students not eligible to return from educational leave must re-apply
33 for admission through the formal CSU application process.

34
35 Students may petition to return from an educational leave for such reasons as professional or academic
36 opportunities, like travel or study abroad; employment related to educational goals and major fields of study or
37 participation in field study or research projects; medical reasons, including pregnancy, major surgery, and other
38 health-related circumstances; financial reasons, such as the necessity to work for a specified period to resume
39 study with adequate resources; or other extenuating life circumstances.

40
41 Undergraduate students may request a return from an educational leave following absence for two, three, or
42 four consecutive semesters, and are allowed a maximum of four semesters of leave in their undergraduate
43 career.

44

45 Graduate students WHO WERE NOT ADVANCED TO CANDIDACY PRIOR TO LEAVING may
46 request a return from an educational leave following absence for up to two consecutive semesters, subject to
47 renewal FOR UP TO TWO ADDITIONAL CONSECUTIVE SEMESTERS. Graduate petitions to return require
48 the approval of the DEPARTMENT/DIVISION CHAIR/SCHOOL DIRECTOR AND college graduate dean.

49

50 For both undergraduate and graduate students, if a student has already been absent for one semester, that
51 semester will be counted as part of the educational leave.