



California Institute of Integral Studies

LEAVE OF ABSENCE

Use this form to request a leave of absence (LOA). After obtaining all signatures, submit it in person, by fax, or by mail to:

Registrar's Office, 4th Floor 1453 Mission Street, San Francisco, CA 94103 Fax Number: 415-575-1267

The following policies apply to LOA:

- You must take an LOA if you do not plan to meet these enrollment requirements:
 - Students in the BA in Interdisciplinary Studies, MA in Integrative Health Studies, or PsyD in Clinical Psychology must be enrolled **every semester, including summer**. (PsyD students do not need to register in summer once they start registering for PSY 7900 "Dissertation Research".)
 - Students in all other programs must be enrolled in **either fall or spring**. PhD students who've advanced to candidacy must be enrolled in **both fall and spring** until they submit the publication-ready copy of their dissertation to the CIIS Library.

If you who do not meet these requirements and are not on an LOA, you will be administratively withdrawn and must reapply for admission in order to resume your studies. If re-admitted, you must meet the degree requirements of the catalog under which you are re-admitted.
- You must be in good academic standing to be granted an LOA.
- A LOA must be approved by your academic advisor and is only granted if you are experiencing extenuating circumstances such as medical, job, or family issues.
- An LOA will not be granted for more than one year at a time. You may request an extension at the end of an LOA, but the total cumulative amount of time on an LOA from one program may not exceed two years.
- The period on an LOA is included in the calculation of elapsed time under the time limits for of degree requirements. An LOA does not extend these limits.
- A LOA does not extend the deadline for the completion of an "I" (Incomplete) grade.
- If you are currently registered and submit the LOA form to the Registrar's Office after the semester's Add/Drop Deadline, you must also submit *Withdrawal from Classes* forms signed by your instructor(s).
- An LOA will automatically cancel CIIS-sponsored health insurance coverage on the date the LOA (and *Withdrawal from Classes* form) is submitted.
- While you are on an LOA, you are not permitted to use CIIS resources, including faculty or staff time, computer facilities, library services, or student services.
- You must register for the semester immediately following the LOA. If you do not, you will be administratively withdrawn and will need to reapply for admission.

If you have questions, contact the Registrar's Office at registrar@ciis.edu or 415-575-6126.

Name: _____ CIIS ID Number: _____
last (family/legal) name first (given) name middle name

E-mail Address: _____ Daytime Phone: _____

Mailing Address: _____
street city state zip

Reason for Requesting an LOA: Significant Medical Issue Significant Medical Issue or Death of Family Member Job Crisis
 Other: _____

Complete 1 or 2 but not both:

- | | |
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| <p>1. Semesters you are requesting an LOA. (May not exceed one year.)</p> <p>a) Semester/year your LOA will begin: _____ / _____</p> <p>b) Semester/year you will re-enroll: _____ / _____</p> <p>c) If LOA approved, when do you expect to graduate? _____ / _____</p> | <p>2. If you are requesting an EXTENSION of an LOA, indicate the following:</p> <p>a) Semester/year your present LOA began: _____ / _____</p> <p>b) Semester/year your present LOA will end: _____ / _____</p> <p>c) Semester/year in which you wish to re-enroll: _____ / _____</p> <p>d) If approved, when do you expect to graduate? _____ / _____</p> |
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International Students: Not all international students are eligible to take an LOA. Two weeks before meeting with your academic advisor, consult the *International Student Handbook* for the additional eligibility criteria and other LOA restrictions. An LOA for medical reasons will require supporting documentation. An absence from the U.S. of five or more months will result in termination of F-1 or J-1 status, and require you to reapply for an I-20 and visa in order to resume you studies.

Will you remain in the U.S. during your LOA? Yes No If no, I will depart the U.S. on: _____ and return on: _____

International Student Advisor Signature: _____ Date: _____

Financial Aid Recipients: Student loans come due six months after the last date of enrollment, regardless of whether the student is on an LOA.

Financial Aid Office Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

REGISTRAR'S OFFICE USE ONLY:

DATE FORM RECEIVED: _____ APPROVED DENIED BECAUSE: _____ PROCESSED BY: _____ REG: 8/5/09