

CONTINUING STUDENTS

Catalog Rights – Requirements Under Which a Student Graduates

A student remaining in continuous attendance at CSU Dominguez Hills, at any California community college or any combination of California community colleges and campuses of The California State University, for purposes of meeting graduation requirements, may elect to meet the requirements in effect either:

1. at the time such attendance began; or
2. at the time of entrance to CSU Dominguez Hills; or
3. at the time of graduation.

A student who changes his or her major or minor may be required to meet the requirements in effect at the time of the change.

Continuous attendance for students seeking an undergraduate degree or credentials is defined as matriculated enrollment in a regionally accredited college or university at least one semester (or two quarters) each calendar year. A student with a graduate degree objective must maintain continuous attendance defined as attendance in regular or special session each fall and spring semester of the academic year. Attendance in summer session is not required. Catalog rights may be maintained when you are absent through a planned educational leave. Even though degree requirements may remain constant due to catalog rights, students are required to meet the prerequisites of courses as stated in the current catalog.

Educational Leave (Planned)

A Planned Educational Leave is defined as a planned interruption or temporary cessation of a student's formal education in which the student voluntarily and temporarily ceases enrollment at CSU Dominguez Hills while pursuing other educationally related activities to enrich his/her academic program or to clarify educational goals. The leave may be used for any number of educationally related activities including travel, independent study, work study or attendance at another institution. The intent of the program is to make it possible for a student to suspend academic work, leave the campus and later resume studies with a minimum of procedural difficulty. Petitions are available at the Office of Admissions.

Eligibility

Any registered undergraduate student, in good academic standing, is eligible for the Planned Educational Leave Program.

Duration of Leave

The minimum leave shall be two full semesters; the maximum, two calendar years.

Fees

Students meeting all conditions of the approved leave shall be required to submit an application for readmission on returning from Planned Educational Leave, but shall not be required to pay another application fee.

Availability of Services

A student on Planned Educational Leave shall be expected to devote his/her leave period to off-campus activities. The student shall be classified as "on leave" and shall not be considered a regularly enrolled student. Therefore, the student is not entitled to the campus services normally provided to enrolled students, except that the student may confer with his/her academic advisor and others regarding leave activity and plans for re-enrollment.

Resumption of Formal Education

A student shall be guaranteed reentry and retention of registration priority if all conditions of the approved leave have been met at the conclusion of his/her Planned Educational Leave. Every effort shall be made to facilitate and simplify the return. For purposes of election of graduation requirements, the approved leave shall not constitute an interruption of attendance provided the student registers in the same major. Students who fail to resume studies at the prearranged time shall forfeit the advantages of the Planned Educational Leave Program.

Student Record Entry

Each student enrolled in the program will have an entry made on his/her permanent record indicating that the student is on leave. The dates of the beginning and conclusion of the leave also will be recorded.

Academic Credit

Students must obtain prior approval of the Registrar's Office to enroll for credit at another institution of higher education. Any credit earned will be treated as transfer credit to be evaluated and entered in student records in the customary manner.

Compliance

Any student on Planned Educational Leave who does not comply with all provisions of this policy and the conditions of the leave is subject to forfeiture of the advantages of this program.

Application Procedures

1. A registered student may request a Planned Educational Leave. The petition shall include an explanation of the student's reasons for seeking an educational leave and when he/she intends to resume academic work.
2. The request shall be initiated by the student and be reviewed by the Office of Admissions. If the request is approved, the registrar shall take steps to insure the student's reentry and retention of registration priority, and make the appropriate entry in the student's academic record.
3. The request shall be approved only after contractual agreements (e.g., financial aid) have been satisfactorily terminated or renegotiated.
4. A registered student may file a petition for a Planned Educational Leave at any time; however, the leave must commence at the beginning of the following semester.
5. Permission for a Planned Educational Leave must be requested and approved in advance of the term the leave is to begin; a leave will not be granted retroactively.
6. Students whose Planned Educational Leaves will take them out of California are advised to consult the Office of Admissions regarding residency requirements.

Continuing Student Status

Undergraduate and post-baccalaureate students may elect to be absent for one semester without losing eligibility for re-registration, subject to the following conditions:

1. Registration access will not be provided to students who were scholastically disqualified following their most recent semester of attendance at CSU Dominguez Hills.
2. Students who attend another college or university during an absence from CSU Dominguez Hills must file an application for admission as a returning student and must have official transcripts of work attempted sent to the Office of Admissions. The nonrefundable \$70 application fee is required.
3. Undergraduate students who graduate from CSU Dominguez Hills and wish to continue as graduate students must file a new application for admission. An application fee of \$70 is required. Absence due to an approved Planned Educational Leave shall not be considered an interruption in attendance.

Students who have completed the maximum number of units required for the degree may maintain continuous attendance after completion of their course work requirement by enrolling in regular university courses.

An academic year begins in the fall and consists of two consecutive semesters, fall and spring.