

LEAVE OF ABSENCE

Filling out this form indicates you plan to take a leave of absence from Cal Maritime and plan to return to your academic program within a year. If you would like to resign and do not plan to return, please fill out the University Withdrawal form on the Office of the Registrar webpage.

Name: _____ **Student ID** _____

Major: BA / FET / GSMA / ME / MET / MT/ OCN
(Circle One)

Housing Status: Residence Halls / TSGB / Off Campus
(Circle One)

Semester in which withdrawal will begin: Fall _____ (year) Spring _____ (year) Summer _____ (year)

If not completing the semester, please indicate your last day of class attendance _____

Please indicate semester of return: Fall _____ (year) Spring _____ (year) Summer _____ (year)

Are you a veteran? Yes No Are you an international student? Yes No

PRIMARY FACTOR INFLUENCING YOUR DECISION TO WITHDRAW:

- Campus Climate
- Family
- Financial
- Health* (medical clearance will be required for readmission)
- Military Leave
- Personal. If so, please indicate why _____
- Other. If so, please indicate other reason _____

Please briefly explain your reason for taking a leave of absence from Cal Maritime.

PLEASE NOTE: An application for readmission and associated paperwork will be required to be submitted by the published deadlines. Deadlines and readmission information can be found at <https://www.csum.edu/registrar/>. You must continue to meet the minimum physical requirements; therefore a physical examination may be required depending on length of absence. A temporary leave does not waive any of the academic or practical requirements of the California Maritime Academy. It is your responsibility to submit a transcript of all academic work completed prior to readmission. Catalog rights may be lost if the student’s absence exceeds the one-year leave limit. Official transcripts and readmission will be withheld if you have outstanding obligations to any department of Cal Maritime. It is highly recommended that all obligations be taken care of prior to departure. Be sure to update address and phone information via Online Services before departing. Any academic or disciplinary action taken by a designated Board after your voluntary withdrawal will supersede your request (i.e. Academic/Administrative Disqualification or Discipline Suspension/Dismissal).

Student Signature _____ Date _____

University Advisor’s signature _____ Date _____

The Academic Dean’s approval is required if taking a leave of absence after the add/drop period and the student is seeking W’s. (*Students leaving for health reasons will need a recommendation from Student Health Services in addition to this form)

Approved Denied: _____
Academic Dean’s Signature (only if after second week of semester) Date

Please select this box if “W” units should be exempted from the 18-unit limit.