

**SAN DIEGO STATE UNIVERSITY**  
**School of Teacher Education - Multiple and Single Subject Credential Program**

**CHANGE OF PROGRAM ENROLLMENT STATUS**

**REQUEST** (please check one)

- Withdrawal:** quitting program
- Leave of Absence**  
(completed at least one semester, or withdrew after the add/drop date.)
- Roll-over** - delaying program start by one semester  
(dropped all first semester classes, failed to register, or admitted but program is full)

**Effective term:** \_\_\_\_\_

**Reason for Request:** (Attach additional sheet if necessary)

**STUDENT INFORMATION** (please print)

Name: \_\_\_\_\_

Red ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address

City

State

Zip

Home Telephone

Work Telephone

E-mail

**Program:**

- Multiple Subject Program     Single Subject Program

**Semester:**

- First Semester     Second Semester     Third Semester

**Block Leader:** \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Please complete Student Agreement on the back of this page.*

**RECOMMENDATION FOR APPROVAL** (write comments on back if needed)

**Student in Good Academic Standing:**     Yes     No

**Team/Block Leader Recommendation:**     Approve     Disapprove

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Assoc. Director, STE, Recommendation:**     Approve     Disapprove

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please Note:**

1. A leave of absence from the UNIVERSITY must be requested through the Office of the Registrar. You must also contact Graduate Admissions regarding readmission to the University.
2. To be processed for re-admittance to the multiple subject/single subject credential program, you must apply by the deadline outlined each semester for students beginning the credential program.
3. You will be held responsible for any new credential requirements that occur during your leave of absence.

**STUDENT AGREEMENT (check and initial all that apply)**

\_\_\_\_\_ I understand that I need to apply for a leave of absence from the university. This must be done repeatedly for each absent semester, including the first. Failure to do so may affect my enrollment at SDSU, as well as my status in the teacher preparation program.

*(Leave of Absence, Rollover)*

\_\_\_\_\_ I understand that I must notify the School of Teacher Education one semester before I intend to return (by early October for Spring and my early March for Fall).

*(Leave of Absence)*

\_\_\_\_\_ I understand that I am responsible to fulfill any credential requirements added during my absence from the program.

*(Leave of Absence, Rollover)*

\_\_\_\_\_ I understand that absence for two or more full semesters may result in needing to re-apply to the teacher preparation program, at the discretion of the School of Teacher Education.

*(Leave of Absence)*

\_\_\_\_\_ I understand the School of Teacher Education will rollover my program admission by one term. I understand that I must re-apply to the university for next semester.

*(Rollover)*

\_\_\_\_\_ I understand that roll-overs are not automatic, but are approved at the discretion of the School of Teacher Education.

*(Rollover)*

\_\_\_\_\_ I understand that I must re-apply to the university and the School of Teacher Education to be re-enrolled in the teacher preparation program. I must follow the appropriate deadlines.

*(Withdrawal)*

## **CHANGE OF ENROLLMENT STATUS WITHIN THE CREDENTIAL PROGRAM INFORMATION AND INSTRUCTIONS**

If you are considering interrupting your enrollment within the Teacher Preparation Program for any reason, you must complete and turn in a *Change of Program Enrollment Status Form* to the School of Teacher Education Program. There are important responsibilities you must attend to in order to ensure a smooth transition for re-entering the program and to ensure that you meet all the requirements for issuance of the credential you are seeking from the California Commission on Teacher Credentialing. Recent legislative mandates have changed credentialing requirements and teacher education programs have been modified to meet these new standards. Therefore, it is important for the School of Teacher Education to be informed about your intentions regarding your continuation in the program. Read these instructions carefully and follow the timeline provided so as not to jeopardize your successful completion of the program.

There are three ways in which you can change your enrollment status within the Teacher Preparation Program. These include: a leave of absence, a rollover, and a withdrawal. Each form of change to your status will be discussed below.

### **LEAVE OF ABSENCE**

Students should apply for a leave of absence when they need to leave the program for 1-2 semesters, but plan to return and complete the program at a later time. In this case, the students have already completed a semester of the program. If you are discontinuing all coursework, you must also apply for a University leave of absence through the Office of the Registrar. Read the guidelines for the SDSU leave of absence carefully to understand your responsibilities at the University-wide level.

Next, fill out a *Change of Program Enrollment Status Form* for the School of Teacher Education Teacher Preparation Program. Make sure to clearly and completely include all the information requested. The address and telephone numbers you provide should be locations where we will be able to contact you during your leave. Make sure you have signed and dated the form and have obtained your Team Leader's signature. Submit the to the School of Teacher Education office. You will be notified in writing whether or not your request was approved within several weeks after submission.

If your leave of absence is approved, it is your responsibility to stay in contact with the School of Teacher Education regarding the status of your leave each semester and indication of when you plan to return to the program. You are allowed to take up to two consecutive semesters of leave. By the application deadline date of the semester prior to your return (early October in Fall and early March in Spring), you must notify the program about your plans to return or to continue your leave. Please be aware that you will be held to any current legislative requirements upon your return. Remember, you will be readmitted to the program to blocks where positions are available. There is no guarantee that

you will return to the block of your choice. Your placement will depend on which blocks are on rotation when your return. If you do not return after two semesters, you will be automatically withdrawn from the program. Once withdrawn, you will need to reapply to the university and the Teacher Preparation Program to re-enter and complete your credential at a later time.

### **ROLLOVERS**

Students should apply for a rollover when they have been admitted and started the first semester in the program, but due to circumstances, are not able to remain in the program. In this case, the student teacher would like to rollover his/her application to the next semester to hold their place in the Teacher Preparation Program. In order to apply for a rollover, students need to fill out a *Change in Enrollment Status Form*. Please sign it and obtain your Team Leader's signature, then turn it in to the School of Teacher Education office. Keep a copy of the signed form and these instructions for your files. In this case, students do not need to reapply to the university or to the Teacher Preparation Program because it is understood that the student will return to the program the following semester. If your circumstances change, and you will not return the next semester, please notify the School of Teacher Education office so that your place in the program can be made available to other candidates. If you do not return the next semester as planned, you will be withdrawn from the program and will need to reapply to start the program at a later date

### **WITHDRAWALS**

Students should apply for a withdrawal when they are not intending to return to the Teacher Preparation Program at a later date. In this case, fill out the *Change in Enrollment Status Form* and turn it in to the School of Teacher Education office after your Team Leader signs the form. This will ensure that you do not prevent another student from having a position within the program.

The paperwork needed to apply for a change of enrollment status is available at the School of Teacher Education Office or through your team/block leader. If you have questions, please contact the School of Teacher Education office at (619) 594-6131 or email to [admste@mail.sdsu.edu](mailto:admste@mail.sdsu.edu). You may also contact the Associate Director, Dr. Cheryl L. Mason at [cmason@mail.sdsu.edu](mailto:cmason@mail.sdsu.edu).