

UCR Planned Educational Leave Program (PELP) Information Sheet

The Planned Educational Leave Program is defined as a planned interruption in a student's regular education in which the student voluntarily and temporarily ceases formal studies while pursuing other activities that may assist in clarifying educational goals, provide job opportunities and practical experiences away from the campus, provide additional perspective, or in other ways enhance the prospect of successful completion of an academic program. The intent of the Planned Educational Leave Program (PELP) is to make it possible for a student to suspend academic work and later resume studies with minimum procedural difficulty, as well as providing certain student services during the period of interruption.

- 1) **Eligibility:** Any registered undergraduate student who has completed at least one quarter at the University of California, Riverside, and is in good academic standing shall be eligible for the Planned Educational Leave Program (PELP). International students are not eligible (See International Services Center for further information.)
- 2) **Services Offered:** Payment of the PELP fee includes the fee for the application for readmission to UCR, plus the following services during the period the student in the Planned Educational Leave Program:
 - a) Library Services
 - b) Counseling Center Services (on a space-available basis)
- 3) **Services Available for Additional Fee:** The following services are available for the payment of an additional fee.
 - a) **Health Center out-patient services** are available on a fee basis: major medical insurance is available to PELP participants for their first quarter on PELP only, for the payment of the standard fee.
 - b) **On-Campus Housing** is available to PELP participants only if space is available after all requests from registered students and English as a Second Language students have been accommodated. (See Housing Office for requirements and arrangements.)
 - c) **Physical Education** activities cards are available to PELP participants for the payment of the standard faculty/staff fee. PELP participants are not eligible to compete in intramural sports.
- 4) **Other Services:** No other services are available to participants in PELP. They are expected to devote the leave primarily to non-classroom activities, are classified as "on leave", and are not considered to be "regularly enrolled students." (A regularly enrolled student is one who has registered for the current quarter and paid full fees.) Specific aspects of other services are discussed below:
 - a) **Financial Aid:** Financial aid shall be discontinued for the period of participation in the Planned Educational Leave. A student receiving financial aid must file a completed Change Form at the Financial Aid Office to sign the necessary leave papers. **Students who fail to comply with this requirement may find out that they must repay moneys already received.**

A student returning from PELP during the same academic year may arrange for reinstatement of financial aid by notifying the Financial Aid Office at least six weeks before the beginning of the quarter. The student must submit a Change Form itemizing any changes in financial resources.
 - b) **Return to Classes:** Students returning from PELP shall be treated as continuing students for purposes of registration and course request. Students who fail to return at the prearranged time shall be considered to have withdrawn from the program. Students who want to return to UCR after withdrawal must apply for readmission to the University.
 - c) **Entry on Transcript:** Students enrolled in the Planned Educational Leave Program will have included on their official transcript the dates of the PELP and the statement that the leave was authorized by the University.

- d) **Academic Credit:** Students in PELP shall not be eligible to enroll in concurrent courses on the Riverside campus and shall not earn academic credit at Riverside during the period of the leave. PELP participants may complete outstanding Incompletes, provided they do so within the established deadlines. Students on PELP may not enroll at another academic institution.
 - e) **Identification Card:** An identification card is issued to each PELP participant. On it is stamped: "Planned Educational Leave Program, from (date) to (date)." A PELP participant shall present the identification card when requesting services offered under PELP.
- 5) **Duration of Leave:** The minimum period for Planned Educational Leaves is one full academic quarter; the maximum for a single PELP is three consecutive quarters, excluding Summer Session. PELP participants approved for less than one full academic year may request an extension of their PELP to the maximum of three consecutive quarters. Such requests shall be made in writing to the associate dean of the college, at least three weeks prior to the start of the quarter for which the PELP participant had originally intended to return. Request to shorten PELP must be made to the associate dean of the college at least one month before the start of the quarter for which the PELP participant intends to return. A student may participate in PELP more than once, for a total of six quarters of participation.
- 6) **Procedure for Application for Planned Educational Leave:**
- a) Planned Educational Leave will commence in the summer, between instructional terms, or at the point of withdrawal, if a student who withdraws plans to enter PELP for at least one full quarter. The Office of the Registrar will issue the PELP identification card.
 - b) Each student electing to participate in Planned Educational Leave shall fill out an application form, including a brief statement of explanation for leaving and objectives to be attained during the PELP. Students considering participation in PELP are required to consult with their academic advisor and Associate Dean. Students considering PELP are also encouraged to consult with the staff of the Counseling Center.
 - c) Signatures of the student's academic advisor and the associate dean of the student's college are required on the application form.
 - d) Payment of the PELP fee at the Cashier's Office is required, followed by filing of the form in the Office of the Registrar.
 - e) A student who has paid fees but wishes to go on PELP before the first day of classes must notify the Registrar's Office in addition to filing the PELP application. Students who withdraw during a quarter and go on PELP for at least one full quarter must file a withdrawal petition in addition to the PELP application. A student who withdraws during the quarter and returns the next quarter files a withdrawal petition and an application for readmission for the next quarter; the student is not considered to be on PELP.
 - f) An application for PELP will be approved only after all contractual agreements (e.g., housing and financial aid) have been satisfactorily terminated or renegotiated.
 - g) International students should not apply for PELP because any non-US citizen attending on a student visa who is not registered full-time during a regular quarter is subject to revocation of their student visa.
- 7) **Before filing for PELP check the following:**
- a) **Cashier's Office and Business Office:** Do you have any unpaid University bills?
 - b) **Financial Aid:** Do you have any loans or scholarships through the university or other sources?
 - c) **Housing:** Do you live in University housing? If off-campus, have you signed a lease for your current housing?
 - d) **Library:** Do you have any books or materials checked out?
 - e) **Physical Education:** Do you have a locker or any equipment checked out?
 - f) **Special Services:** If you have special support through Veterans Administration, Social Security, Rehabilitation, etc., have you checked with the Special Services Office to see what effect PELP may have on this special support?