

LEAVE OF ABSENCE (LOA)

*Deadlines are posted on the Registrar's [Calendars & Deadlines](#) as well as on the [Graduate Division](#) calendar
For more information, please read the [Leave of Absence](#) section of Graduate Division's website*

Graduate students are required to maintain continuous registration until all degree requirements are completed, although a leave of absence may be considered for the following reasons:

- **Medical/health difficulties**
- **Parenting/Pregnancy** needs during the first 12 months after the child's birth or placement in the home
- **Emergencies** in the immediate family
- **Armed Service/Military duties** required by the government of the student's home country
- **Filing quarter** –requires submission of a [Filing Leave of Absence Petition](#)

Eligibility Criteria

- Must have been registered* the preceding academic quarter unless requesting to extend a current leave
- A Medical leave requires a note, including recommended leave duration, from physician (licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist)
- A Parenting/Pregnancy leave requires note from physician (prior to birth) *and* copy of birth certificate (after birth or adoption)
- An Armed Service/Military leave requires governmental documentation

**If on approved leave or lapsed spring quarter, to be eligible for fall quarter Filing leave, students must register in a minimum of four units during one [Summer Session](#).*

Terms and Conditions of a Leave of Absence

Students may be granted up to *a maximum of three quarters* of non-Filing leave.

LOA Requests submitted after the posted deadline may be granted by exception.

International Students must secure approval from the Office of International Students and Scholars (OISS) before applying for *any* leave of absence.

Financial Aid may be affected by taking a leave of absence. Please contact the [Financial Aid Office](#) with any questions about your aid status while on leave.

Students absent for a period longer than that covered by an approved leave of absence must file a [Reinstatement Petition](#) in order to register. Reinstatement is subject to the approval of the department and the Graduate Division.

Students are *not eligible* to:

- Hold student academic appointments (TA, GSR, Reader, Tutor) or other student appointment titles
- Receive most forms of University financial support
- Be exempt from payment of loans (check with loan agency)
- Have continued borrowing privileges at the UCSB Library
- Have student MTD bus privileges
- Obtain student parking privileges from UCSB Transportation & Parking Services

Students may *be eligible* to:

- Access Student Health Services on a fee-for-service basis (without graduate student health insurance)
- Purchase [graduate student health insurance](#) for a maximum of 2 quarters of leave; enrollment is NOT automatic, must enroll online by the first day of the quarter (voluntary enrollment periods on [GHI website](#))
- Negotiate with the [Office of Housing and Residential Services](#) to remain in student housing
- Use the [Recreation Center](#) for a fee
- Use [Career Services](#)
- Place children in the [University Children's Center](#)

LEAVE OF ABSENCE PETITION

Please read the [Leave of Absence](#) section of Graduate Division's website
A copy of the processed petition will be sent via email to student and department

Name: _____ Perm: _____ International Student VISA: _____
Must obtain OISS signature below

UMail: _____ Major: _____ Degree Objective: _____

I have fellowship funding: Yes No If yes, source: _____

CENTRAL FELLOWS MUST ALSO COMPLETE THE REQUEST FOR [Change in Fellowship Schedule form](#)

I am requesting the below leave for the following quarter(s): Fall _____ Winter _____ Spring _____
Year Year Year

MEDICAL (attach physician's note)

PARENTING/PREGNANCY (attach physician's note if prior to birth and copy of birth certificate after birth or adoption)

ARMED SERVICE/MILITARY (attach governmental orders)

FAMILY EMERGENCY (provide explanation below or attach a separate page)

I have read the leave of absence information and understand the terms and conditions associated with being on leave. By checking below, I acknowledge that during my approved leave quarter(s):

I was registered* the academic quarter preceding this leave request, or am requesting leave extension from previous quarter.

I am not eligible to, and will not hold a student academic title (TA, GSR, Reader, Tutor) or other student employment.

I am not entitled to use any University services supported by registration fees.

I may be eligible to purchase graduate student health insurance and understand that enrollment is NOT automatic, must enroll online by the first day of the quarter (voluntary enrollment periods on [GHI website](#)).

I have attached the Cashier's Office (1212 SAASB) receipt for payment of the non-refundable \$20.00 petition fee.

Student's Signature _____ ***Date*** _____

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GRADUATE PROGRAM APPROVAL

I have read the LOA Terms and Conditions, and certify that the above graduate student is eligible for a leave of absence:

Department Chair or Graduate Advisor: _____
Type or Print Name Signature Date

OISS Representative: _____
Type or Print Name Signature Date

GRADUATE DIVISION:

- Approve
- Deny

Signature Date

Non-refundable \$20.00 petition fee:

GD Notes: _____