

LEAVE OF ABSENCE (LOA)

Deadlines are posted 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 personal leave of absence may be considered for any reason that limits a student's capacity to enroll and make progress towards their degree. Please note that a Filing Leave of Absence is a separate process and requires submission of the [Filing Leave of Absence Petition](#).

Eligibility Criteria

- Must have been registered* the preceding academic quarter unless requesting to extend a current leave.

**If on an approved personal leave in spring quarter, to be eligible to complete a degree in the summer or apply for a 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

A Maximum of Three Quarters of non-Filing leave may be granted to students (additional personal leave quarters require the Graduate Dean's approval).

Late LOA Requests submitted after the submission deadline may be granted by exception depending on the timing within the quarter.

Departmental Funding is not automatically guaranteed upon returning from an approved leave. Students should consult with their department/faculty advisor/PI prior to requesting a leave so that funding implications and arrangements can be discussed.

Central Fellows must also complete the [Change in Fellowship Schedule form](#) in order to request changes to their funding schedule.

International Students must secure approval from the [Office of International Students and Scholars \(OISS\)](#) before applying for *any* leave of absence. Please note that if requesting a leave for non-medical reasons, international students may be required to leave the U.S. during the leave period (check with OISS for details).

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

Students Absent Longer than the approved LOA period will lapse and must file a [Reinstatement Petition](#) in order to register. Reinstatement is subject to the approval of the Department and Graduate Division Dean.

Students on leave are *not eligible to:*

- Utilize faculty time or audit courses (personal leave is not intended to be a research leave)
- 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 on leave 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 (see [GHI website](#) for voluntary enrollment periods)
- Negotiate with the [UCSB Housing, Dining & Auxiliary Enterprises](#) 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

UCSB Email: _____ 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](#)
DEPARTMENTAL FUNDING MUST BE DISCUSSED WITH THE DEPARTMENT/FACULTY ADVISOR/PI

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

EXPLANATION OF PERSONAL LEAVE (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 signing below, I acknowledge that during my approved leave quarter(s):

- ✓ I was registered* the academic quarter preceding this leave request, or am requesting a leave extension from the preceding quarter.
- ✓ I am not eligible to, and will not hold a student academic appointment (TA, GSR, Reader, Tutor) or other student employment.
- ✓ I am not entitled to use any University services supported by registration fees, including faculty time.
- ✓ I have consulted with my department/faculty advisor/PI regarding the implications of my funding upon my return from an approved leave.
- ✓ I may be eligible to purchase graduate student health insurance and understand that enrollment is NOT automatic, I must enroll online by the first day of the quarter (voluntary enrollment periods are on the [Student Health website](#)).
- ✓ **A non-refundable \$20.00 petition fee will be automatically charged to my BARC unless I'm extending a current leave.**

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: