

## 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 on letterhead or physician's pad, including recommended leave duration, from a health care provider
- A Parenting/Pregnancy leave requires a note on letterhead or physician's pad from a health care provider (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. Please note, that OISS may require a note from licensed medical doctor.

**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 health care provider note on official letterhead or physician's pad

**PARENTING/PREGNANCY**-attach health care provider note on letterhead (pregnancy) or copy of birth certificate (parenting)

**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** \_\_\_\_\_

*\*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](#).*

#### 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:**