

FILING LEAVE OF ABSENCE (LOA)

For deadlines, visit the [Registrar's Calendars & Deadlines](#) or [Graduate Division](#) calendar

The Filing Leave of Absence (LOA) enables graduate students who have fulfilled all degree requirements except the final examination and filing of the master's thesis, doctoral dissertation, DMA supporting document, or completion of master's comprehensive examination or project to take a Filing LOA in lieu of registering. All research and a substantial portion of the thesis/dissertation/DMA supporting document must be drafted prior to the Filing leave quarter.

Students on leave of absence are not registered students and therefore relinquish most student privileges and resources such as extensive use of faculty time.

Eligibility Criteria:

- Have not been on approved Filing leave in the past,
- Must have been registered* the preceding academic quarter,
- Research associated with the final degree milestone must be completed, and thesis/dissertation/DMA supporting document must be substantially drafted, *and*
- Must be a terminal master's degree student *or*
- Must be a doctoral degree student

**If on approved non-Filing 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 Filing Leave of Absence

Non-refundable Filing LOA fee is paid at the time of degree completion. *The fee, one-half of the [Student Services Fee](#)*, is paid at the Cashier's Office (1212 SAASB) and the receipt submitted to the Graduate Division.

Students who are not in good academic standing, with a cumulative GPA below 3.0 or with units of unfinished coursework, may need to correct these deficiencies to be eligible.

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 student MTD bus privileges
- Obtain student parking privileges from UCSB Transportation & Parking Services
- Register *in absentia* following a Filing LOA

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](#))
- Have continued borrowing privileges at the UCSB Library
- 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](#)

FILING 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/department(s)

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

UMail: _____ Major: _____ Degree Obj.: _____

Filing leave is requested for (check only one): Fall Winter Spring Year _____

Final degree requirement to be completed during the Filing Leave (select one):

- Final examination and/or file my doctoral dissertation or DMA supporting document
(all research and substantial draft must be completed)
- Final examination and/or file my master's thesis *(all research and substantial draft must be completed)*
- Complete my master's comprehensive examination or project

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

- I was registered* the quarter preceding this leave request and have not been on a Filing leave in the past
- 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 (voluntary enrollment periods on [GHI website](#)).
- If I do not complete my final degree requirement, I must register and pay full fees for my degree to be awarded.

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

Student's Signature _____ **Date** _____

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GRADUATE PROGRAM APPROVALS

We have read the Filing [LOA Terms and Conditions](#), and certify that as of the submission of this Filing Leave request, the above student *has fulfilled all formal degree requirements for his/her final degree milestone, except for the:*

- Final examination and/or filing of doctoral dissertation or DMA supporting document *(all research and substantial draft must be completed); OR*
- Final examination and/or filing of master's thesis *(all research and substantial draft must be completed); OR*
- Completion of master's comprehensive exam or project

Research Advisor/Committee Chair: _____
Type or Print Name Signature Date

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: