

## 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 3rd week census can only be considered by exception, and only if the student is not in paid status.

**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).

**Students traveling to a sanctioned country** (Cuba, Syria, Iran, Ukraine, North Korea) during their leave must obtain approval from the Export Control Officer at: [exportcontrol@research.ucsb.edu](mailto:exportcontrol@research.ucsb.edu)

**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*

I will reside in the following country during my leave: \_\_\_\_\_

**If traveling to a sanctioned country (Cuba, Syria, Iran, Ukraine, North Korea), approval from the Export Control Officer must be obtained: [exportcontrol@research.ucsb.edu](mailto:exportcontrol@research.ucsb.edu)**

**EXPLANATION OF PERSONAL LEAVE** (*provide explanation below*)

***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've consulted my department/faculty advisor/PI regarding implications to 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](#)).
- ✓ I've obtained approval from the Export Control Officer if traveling to a sanctioned country (Cuba, Syria, Iran, Ukraine, N. Korea)
- ✓ ***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*** \_\_\_\_\_

*\*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](#).*

#### **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: \_\_\_\_\_