

## 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 charged to the student's BARC account.*

**Students 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 only 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.

**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 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
- 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 are on the [Student Health 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](#)

## 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*

UCSB Email: \_\_\_\_\_ Major: \_\_\_\_\_ Degree Obj.: \_\_\_\_\_

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

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 signing below, I confirm/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 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)
- ✓ If I do not complete my final degree requirement, I must register and pay full fees for my degree to be awarded.
- ✓ A non-refundable \$20.00 petition fee will be automatically charged to my BARC account.
- ✓ I will pay the Filing Fee, one-half of the [Student Services Fee](#), charged to my BARC account at the time of degree completion

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*\*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](#).*

### 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 their 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: