

REQUEST FOR A LEAVE OF ABSENCE

See the Leave of Absence Information sheet at: <http://www.graddiv.ucsb.edu/academic/petitions/LOA.htm>

Name _____ Perm # _____

Phone _____ E-mail _____ Dept. _____

(International students only) Visa Status _____ I will be residing in _____ while on leave.
City/State/Country

*Note: International students in a F1 or J1 visa category are required to make an appointment with Office of International Students before requesting a family emergency leave of absence.

I request a leave for the following quarter(s): Fall _____ Winter _____ Spring _____
year year year

I have fellowship funding: Yes No Source: _____
Central Fellows must also complete the Request for [Change in Fellowship Schedule form](#)

Check box for leave category and supply documentation requested:

MEDICAL (attach doctor's note)

PARENTING (attach birth certificate)

MILITARY (attach orders)

FAMILY EMERGENCY (describe)

Explanation of request:

FILING FEE quarter (terminal degrees only –requires Research Advisor's signature in this box.)

I concur that this student will be able to file during the quarter for which this leave is requested.

Signature of student's Research Advisor (required for Filing Fee leaves only) Date _____

I understand that while I am on leave that I am NOT ELIGIBLE to hold a student academic appointment.

Conditions for leave: If I am absent for a period longer than that covered by this leave of absence, I understand that I must file a petition for reinstatement, and that reinstatement is subject to the approval of the department and the Graduate Division.

Student's Signature _____ Date _____

approve deny _____ Date _____
Signature of Departmental Graduate Advisor or Chair required.

approve deny _____ Date _____
For all students on a non-immigrant visa signature of the Office of International Students and Scholars is required.

approve deny _____ Date _____
Signature for the Graduate Division.

Fee: \$20.00 _____ Check payable to
UC Regents or BA/RC stamp required. CC111

GENERAL INSTRUCTIONS FOR AN ACADEMIC LEAVE OF ABSENCE (LOA)

Note: Much of the text below is adapted from UCSB's Graduate student handbook, available at:

<http://www.graddiv.ucsb.edu/academic/handbook/>

All students are advised to read the section on LOAs prior to filling out this petition

Enrollment & Use of an Academic Leave of Absence:

UCSB requires continued registration of all graduate students until the student completes all degree requirements. In extraordinary circumstances however, students who have registered for and completed at least one quarter and are in good standing may petition for a leave of absence subject to the conditions outlined below. Students are only eligible to apply for a leave if they were registered the quarter before the requested leave. Leave is normally granted one quarter at a time, up to a maximum of three quarters during a student's graduate career. A Filing Fee Quarter of Leave (1 quarter, no extensions) is counted separately from the first four categories of leave (Medical, Parenting, Family Emergency & Military).

L.O.A. deadlines are posted in the [Registrar's schedule of classes](#) as well as on the [Graduate Division](#) calendar. Medical and Family Emergency leaves submitted after the posted deadlines may be granted by exception.

Guidelines to Establish Eligibility:

- 1) Medical/health difficulties;
- 2) Pregnancy and/or parenting needs during the first 12 months after the child's birth or placement in the home;
- 3) Emergencies in the immediate family;
- 4) Military duties required by the government of the student's home country;
- 5) A filing fee quarter of leave for terminal master's or doctoral students who intend to complete the degree requirements the quarter of the leave request. The filing fee leave may be used only once during a graduate student's career and never by a master's degree student continuing for a doctorate at UCSB.

Terms and Conditions of Leave of Absence:

Financial Support: Students on approved leave are not eligible for University fellowship support, University research grants, or financial aid. In many instances, loan agencies expect repayment when a student stops registering, including leaves of absence. It is the responsibility of students to contact their loan agency to verify loan status prior to going on leave.

Housing: LOA status may affect eligibility for student housing. Students living in campus housing who are contemplating an LOA should check with the housing office for information prior to submitting a LOA form.

Academic Appointments and Employment at UCSB: While on leave, students **are not** eligible to hold apprentice (TA, GSR, Reader, Tutor) or other student appointment titles.

Health Insurance: While on leave, students are not automatically covered by the student health insurance program (GSHIP). However, a student can purchase GSHIP coverage for up to 3 quarters. More information can be found at the [Student Health Services](#) webpage.

Library Privileges: Students on leave have continued borrowing privileges at the Davidson Library (including doctoral privileges).

International Students: International students must secure approval from the Office of International Students and Scholars before applying for any leave of absence. International students in F-1 and J-1 Visa categories are required to make an appointment with the Office of International Students and Scholars before requesting a Family Emergency Leave of Absence.