

# Leave of Absence Request

Name (Last, First): \_\_\_\_\_ UID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

MAILING ADDRESS: (If there are any changes before the end of the Leave, please update this information on URSA OnLine at [www.ursa.ucla.edu](http://www.ursa.ucla.edu))

Street : \_\_\_\_\_ Department: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Major: \_\_\_\_\_

Province: \_\_\_\_\_ Country: \_\_\_\_\_ Degree Objective: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever been on a Leave of Absence? Yes No If yes, last date of attendance: \_\_\_\_\_

I request a Leave of Absences from \_\_\_\_\_ and plan to return \_\_\_\_\_

## My reason(s) for the Leave are:

- Dissertation preparation and writing
  - Exam Preparation
  - Thesis preparation and writing
  - Family Obligations
  - Financial
  - Parental
- (Family Obligations, Financial, or Parental Leaves of Absence are not valid for students on F or J visas *unless leaving the U.S.*)
- Medical: \_\_\_\_\_  
(please explain)
- Other: \_\_\_\_\_  
(if the reason for your leave does not fall into the categories listed, please note that it may not be allowed under University policy)

**Students on F or J visas, please indicate (below) where you will be during your leave. If remaining in the U.S. please provide full details including address.**

Per U.S. government regulations, you may not remain in the U.S. if you wish to go on leave for financial or family reasons, or for a medical condition other than your own.

## I have read the regulations below and agree to abide by them

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Secure Clearance from the Offices Listed Below

**1a) Recommendation of Doctoral Committee Chairperson:** This student is recommended for a Leave of Absence. In particular, I certify that it is not anticipated that the student will use more than 12 hours, combined, of university facilities and faculty time during the period of Leave.

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_  
Signature, Doctoral Committee Chairperson

- A doctoral student with an approved committee must obtain the recommendation of the committee chair.

### 1b) Department Recommendation:

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_  
Signature, Department Chair or Authorized Departmental Adviser

**2) Graduate Student Support:** \_\_\_\_\_ Date: \_\_\_\_\_  
1228 Murphy Hall Signature, Graduate Student Support Staff

**3a) Are you a United States citizen?** Yes No **3b) If you are not a United States citizen, are you a U.S. Permanent Resident?** Yes No

- If you answered yes to 3b, please provide your Alien Registration Number \_\_\_\_\_
- **If you answered no to 3b, Important:** Non-immigrant international students are required to discuss with a counselor in the Dashew Center for International Students and Scholars (in the Tom Bradley International Center) the implications of Leaves of Absence on their visa status.

Visa discussion completed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of DCISS Counselor

### Submit completed form to: Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_  
Dean, Graduate Division

**IMPORTANT NOTICE:** The grant of this Request for a Leave of Absence has no effect upon cases of alleged misconduct brought under the *UCLA Student Conduct Code of Procedures (Code)*. It does not relieve you of your responsibilities to comply with all *Code* provisions, such as meeting with the Dean of Students or attending hearings. Moreover, the terms of such grant may be superseded by sanctions imposed pursuant to the *Code*. You may contact the Dean of Students Office (1206 Murphy Hall, 310-825-3871) for further information.

## Regulations Regarding Leaves of Absence

1. Unless eligible for the Filing Fee in the quarter in which the degree is to be awarded (see Standards and Procedures for Graduate Study at UCLA [www.gdnet.ucla.edu/gasaa/library/spintro.htm](http://www.gdnet.ucla.edu/gasaa/library/spintro.htm) for details), a graduate student must either be registered or on official Leave of Absence each regular academic quarter until a degree is awarded. Failure to be registered or on Leave of Absence will result in a lapse of student status. Lapse of student status may require a student to be readmitted to the University to complete current degree requirements.
2. Leaves of Absence are available *only* to continuing graduate students in good standing (minimum 3.0 GPA).
3. Please note that a Leave of Absence is a privilege. Students should consult with their major program to determine what are acceptable reasons for a leave to be granted. The Dean of the Graduate Division makes the final decision to approve or deny a request for a Leave of Absence.
4. The deadline for Requests for Leaves of Absence and Extensions of Leave of Absence is the end of the second week of the quarter in which the leave is to begin. Please note that the Registrar's refund schedule is based on the date this form is submitted to the Graduate Division, and that the deadline for submission of the request for a Leave of Absence is different from the deadline for receiving a 100% refund of fees paid.
5. Each Leave of Absence or Extension of Leave of Absence may be granted for one to three quarters.
6. The *total* amount of Leave of Absence for any graduate student may not exceed two years (6 quarters).
7. A student on official Leave of Absence is not to make use of University facilities or faculty time under the provision detailed below:
  - a. A student on leave of Absence may purchase a library card. See the library card window at the Young Research Library for details and restrictions.
  - b. If it is anticipated that a student will use twelve or more hours of University facilities (excluding the library) and faculty time during the period of Leave of Absence, the student is not eligible for a Leave of Absence or an Extension of Leave of Absence.
  - c. If a student has accumulated twelve or more hours of use of University facilities (excluding the library) and faculty time since being registered, the student is not eligible for an Extension of the Leave of Absence.
8. Registration information will be sent to the mailing address provided approximately four weeks prior to the term the student is scheduled to return.
9. In order to return to the University before the Leave expires, the student must notify the Graduate Division, 1255 Murphy Hall and the Registrar's Office, 1113 Murphy Hall, *in writing*, at least four weeks before the term begins. Less than four weeks notification may result in the late registration fee being assessed.
10. Refund calculations are based on calendar days, beginning with the first day of instruction. The effective date for determining a refund of fees is the date the completed form is submitted to the Graduate Division. Refund information can be found in the Refund Charts section of the Fees page on the Registrar's website:

[www.registrar.ucla.edu/fees/](http://www.registrar.ucla.edu/fees/)

There is no refund of the UC SHIP fee. Refunds are calculated on the remainder of your registration fees minus the cost of the UC SHIP coverage. If you wish to request a full refund of the UC Student Health Insurance fee, you must send your request directly to the Arthur Ashe Student Health Center insurance office by e-mail to [INSURSHS@ashe.ucla.edu](mailto:INSURSHS@ashe.ucla.edu) before the end of the current term. Your email must include your full name, UID#, date of birth, and reason for refund request. The UC SHIP Insurance office will verify that you have not accessed the benefits or used any aspect of the plan services before any refund can be considered. This process may take up to 30 business days to complete. No refund of UC SHIP will be granted if any claim(s) have been paid.