



TO BE COMPLETED BY STUDENT

PLEASE PRINT CLEARLY

DATE _____

PID # _____

NAME _____
Last First Middle

Phone # _____
(where student can be reached)

Official correspondence and refunds (when appropriate) will be mailed to the permanent address you maintain on TritonLink.
It is your responsibility to keep all addresses and phone number current in TritonLink.

I AM Registered (enrolled and fees paid for quarter in which leave is requested)
 Not registered (in quarter in which leave is requested)

DEGREE AIM:
 M.A. M.P.I.A. Ph.D.
 M.S. M.Eng. D.M.A.
 M.F.A. M.A.S. Au.D.
 M.B.A. M.Ed. Ed.D.
 M.I.A.

I AM Contracted for university housing
 Not contracted for university housing

GRADUATE PROGRAM: _____

I AM Currently on support or employed at UCSD
 Not on support or employed at UCSD

MAJOR CODE: _____

I AM REQUESTING: LEAVE OF ABSENCE EXTENSION OF LEAVE WITHDRAWAL

Effective quarter of LOA or withdrawal: 20____ Fall Winter Spring

Effective quarter of return: 20____ Fall Winter Spring

PRIMARY REASONS: Academic Employment Family Financial Health Other Transfer

If accepting employment, indicate name of employer: _____

If academic or other is checked, please provide explanation: _____

GRADUATE PROGRAM: Please complete and return form to student to obtain clearances.

APPROVED: _____
Department Chair or Graduate Advisor Date

INTERNATIONAL CENTER – FOR STUDENTS ON F-1 OR J-1 VISAS ONLY. Please complete and return form to student to obtain clearances.

APPROVED: _____
International Center Date

STUDENT – Please sign and submit to OGS immediately after obtaining graduate program and (if necessary) International Center signatures.

I have read and understand the regulations and responsibilities outlined on the attached instructions.

APPROVED: _____
Date

OGS

PARENTING LEAVE

Dean _____ Effective Date _____ Quarters of Leave / 3 Quarters of Leave / 3

TO BE COMPLETED BY REGISTRAR:

AUTHORIZED PERCENT OF REFUND: _____%
Authorized Signature _____ Date _____



GRADUATE STUDENT REQUEST FOR LEAVE OF ABSENCE, EXTENSION, AND/OR WITHDRAWAL

INSTRUCTIONS FOR PREPARATION

The completed form (with all clearances and required signatures) should be filed with the Office of Graduate Studies at least two weeks prior to the beginning of the quarter of leave or withdrawal. A student requesting a leave who fails to file such a request prior to the end of the second week of instruction, or fails to complete registration for the quarter immediately following the expiration of a requested leave, will be considered withdrawn and must file for readmission and pay a readmission fee.

LEAVE OF ABSENCE

A graduate student is eligible for a maximum of three (3) quarters of leave of absence. Regulations for leave of absence are on the following page of this form.

WITHDRAWAL

Withdrawal from the University terminates student status. Readmission is not automatic and students are strongly advised to consult with their department/program administration prior to committing to a withdrawal.

DEPARTMENT: Review with student and determine if request is valid. If student is employed in an academic or student staff position, or holds a traineeship, fellowship, or scholarship, initiate termination papers. Return approved petition to the student for signature and immediate submission to the Office of Graduate Studies, Student Services Center, 402 Myers Drive, 4th floor. Exception: Students on F-1 or J-1 visa must first obtain International Center counseling and approval.

STUDENT: Complete student section. Give full legal name in order indicated. The name entered on this form should be used on all official records with the University. After obtaining the appropriate signatures from the graduate program (and the International Center, if necessary), submit the form immediately to the Office of Graduate Studies.

OGS: Review petition and distribute approved copies as indicated. Notify Student Health Center.

STUDENT RESPONSIBILITIES

International Center: International students are permitted to go on a leave only if they are leaving the country or for Medical Exceptions. Obtain clearances at the International Center (International Student Adviser).

University Library: Return all borrowed library material. Students will be billed for all overdue and/or unreturned material.

Bursar's Office: Set up an exit interview with the Bursar's Office if possessing a long-term loan, since being on leave is considered being out of school. Regulations pertaining to such loans are complex and it is to the student's advantage to determine loan requirements prior to seeking a leave of absence.

Housing: If living in student housing, consult with the Housing Office.

Parking: Return parking permit to the parking office.

Student Health: Check with the insurance representative at Student Health Center regarding Graduate Student Health Insurance coverage (extension 42123).

FINANCIAL AID RECIPIENTS – IMPORTANT INFORMATION: If you go on leave or withdraw before 60% of the quarter has been completed, you will not have earned all of your financial aid and will have to repay a portion of your financial aid. If you are eligible for a fee or housing refund due to your withdrawal, all or part of the refund will be used to repay financial aid. You may owe additional amounts as well, which you will be responsible for repaying. Leave or withdrawal may affect your Satisfactory Academic Progress status for financial aid eligibility the next year that you return. It is strongly suggested that you talk to a financial aid counselor before initiating the leave or withdrawal process so that you understand the full financial impact of this action.

EXTENSION, AND/OR WITHDRAWAL

REQUESTING A LEAVE

A leave of absence may be granted by the Dean of Graduate Studies upon approval of the chair of the student's graduate program. The petitioning student must meet the following conditions:

He or she MAY NOT:

1. Be granted leave if:
 - a. academic residency of one quarter or more has not been completed; or
 - b. student is not in good standing (has less than a 3.0 cumulative GPA or more than 8 units of U or F).
2. Be employed by UCSD, UCSD Medical Center, or UCSD Extension, or hold a fellowship, traineeship, or similar appointment administered by the University while on leave.
3. Use University facilities nor place demands on faculty during the period of the approved leave – i.e., library privileges, computer accounts, completing a qualifying examination for advancement to candidacy, discussing dissertation with faculty, etc.
4. Take more than three quarters of leave. Quarters for which a student is withdrawn will count toward the maximum three quarters of allowable leave. For example, a student who withdraws for two quarters will subsequently be approved for only one additional quarter of leave.
5. Remain in student housing for more than thirty (30) days if not registered and enrolled as a student.

UPON RETURNING FROM LEAVE

He or she MUST:

1. Notify the graduate program when planning to resume study following an approved leave, indicating the quarter formal reenrollment will resume. The graduate program will notify OGS to activate the student.
2. File a Statement of Legal Residence with the Office of the Registrar prior to receiving a registration packet when returning from a leave of absence of TWO QUARTERS OR MORE.

EXTENSION OF LEAVE

To extend an approved leave of absence, a student must file a Leave of Absence form with the graduate program at least two weeks prior to the end of the quarter in which the leave terminates. The department will forward the form to OGS for approval. International students must also have International Center approval.

WITHDRAWALS

A petition for withdrawal is subject to the following regulations:

1. A student who has registered or enrolled and is withdrawing in the first two weeks of the quarter with the intention of returning at a later date must request a leave of absence by also checking the leave of absence box on the same form. Formal readmission and payment of a readmission fee will be required if a leave of absence is not processed at the time of withdrawal.
2. The student will receive a refund of fees according to the [Schedule of Refunds](#) as listed in the Schedule of Classes and on TritonLink. Title IV recipients must contact the Student Financial Services office regarding their obligation under Title IV regulations

The date of withdrawal used in calculating a refund will be the date the student commits to the withdrawal after consulting with – and receiving permission from – the graduate program.

The mandatory health insurance premium is refundable only if the student has not attended classes or used Student Health Services, and is eligible for a 100% refund.

A student registered for course work who leaves prior to the last day of instruction of any quarter without filing a formal withdrawal form will receive an F or U grade in each course and will be considered withdrawn for graduate study, thus jeopardizing eligibility for readmission.