



## Graduate Petition for Leave of Absence or Withdrawal

Indicate type of request: LEAVE or LEAVE EXTENSION WITHDRAWAL from UCR

If you have paid fees for the quarter and instruction has begun, your refund of fees is based upon the date this form is received by the Graduate Division even if the request is for the entire quarter (see next page for refund schedule).

**\*\*Please note:** All leave requests require Graduate Advisor justification (see below)

**Leave of Absence Deadlines:** Fall: 9/15/10 Winter: 12/15/11 Spring: 3/15/11

NAME: \_\_\_\_\_ SID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

MAJOR: \_\_\_\_\_ Master's PHD Administrative Credential

E-MAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

FOREIGN STUDENT: YES NO VISATYPE: \_\_\_\_\_ If yes, see International Services for signature

FINANCIAL AID RECIPIENT: YES NO If yes, you must obtain signature from Financial Aid

Are you requesting a withdrawal from courses for the current quarter? YES NO See refund policy

Quarters requested for Leave: Fall Winter Spring Quarter/Year to re-enter: \_\_\_\_\_

**REASON FOR LEAVE/WITHDRAWAL:** State type of family responsibility or, if job related, state employer & position

### I understand that a Leave of Absence is subject to the following conditions:

1. Graduate students on Leave of Absence forfeit the use of University facilities and faculty time.
2. Graduate students must have at least 1 quarter of residency at UCR and have at least a 3.0 GPA to be eligible.
3. Graduate students cannot work in a job or occupation related to their degree nor can they work on any UC campus.
4. Graduate students cannot take qualifying exams, or receive credit for academic course work taken while on Leave.
5. Graduate students on Leave are not eligible for financial aid or fellowships.

SIGNATURE OF STUDENT: X \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*GRADUATE ADVISOR'S JUSTIFICATION: (Required for Leaves)**

**\*Withdrawals:** Fee refunds are based on the date this form is received in the Graduate Division. See refund schedule on back.

X \_\_\_\_\_  
CASHIER/BUSINESS OFFICE

X \_\_\_\_\_ **Date**  
PROGRAM GRADUATE ADVISOR Approved / Denied

X \_\_\_\_\_  
INTERNATIONAL SERVICES

X \_\_\_\_\_ **Date**  
DEAN, GRADUATE DIVISION Approved / Denied

X \_\_\_\_\_  
FINANCIAL AID OFFICER

Effective Date: \_\_\_\_\_

A Leave of Absence is intended to allow the temporary interruption of a student's academic program and is granted for the following reasons (please provide additional information in the area provided.)

Serious illness or other temporary disability.(Need medical documentation)

The need to concentrate on a job or occupation not directly related to the degree program.

Family responsibilities. (Explain situation)

To be eligible for a Leave of Absence, students must have the approval of their Graduate Advisor, be in good standing, and have been enrolled for at least one quarter. *All leaves* require a justification from the Graduate Advisor of the student's department.

Since students on Leave do not pay fees, they may not use University facilities or make demands on faculty time. Students on Leave are ineligible for fellowships, research grants, or financial aid. A graduate student on Leave may not work on any UC campus nor can they take qualifying examinations or receive credit for academic work done during the leave period.

Leaves are not normally granted for more than a total of three quarters.

#### **WITHDRAWAL:**

Students who wish to cancel their registration prior to the first day of classes should contact the Graduate Division. They will receive a full refund of fees minus processing fee. Thereafter, the amount of the refund is determined by the date on which a withdrawal form is filed with the Graduate Division.

Refunds of the Graduate Student Health Insurance fee vary, contact the Campus Health Center at (951) 827-5683.

**REFUND SCHEDULE:** Based on calendar days beginning with the first day of classes.

DAYS	NEW STUDENTS RECEIVING FEDERAL FINANCIAL AID	ALL OTHER STUDENTS	Fall 2010	Winter 2011	Spring 2011
2-7	90%	90%	09/24-09-29	01/04-01/09	03/29-04/03
8-14	80%	50%	09/30-10/06	01/10-01/16	04/04-04/10
15-18	70%	50%	10/07-10/10	01/17-01/20	04/11-04/14
19-21	70%	25%	10/11-10/13	01/21-01/23	04/15-04/17
22-28	60%	25%	10/14-10/20	01/24-01/30	04/18-04/24
29-35	50%	25%	10/21-10/2	01/31-02/07	04/25-05/01
36-42	40%	0%	10/28-11/03	02/08-02/13	05/02-05/08
43 or more	0%	0%			

Revised 5/2010