Deans and Department Chairs:

The Graduate Council voted on February 14, 2014, to approve “financial hardship” as a reason for which graduate students may take a Leave of Absence (LOA). No other changes were made to the LOA policy, which allows eligible graduate students to take up to three quarters of leave, and to petition for up to three additional quarters by exception.

Effective Spring 2014, financial hardship will be one of the options available to students on the leave of absence petition form. The other permissible reasons remain as follows: outside employment, medical, parental obligations, other family obligations, military, and emergency. We hope that students will find that the expanded options enable them to represent more accurately their rationale for temporarily stepping off the path toward their degree objective.

For more information about LOA policy and procedure, including the LOA petition form, please visit: http://www.grad.ucla.edu/gasaa/library/loa.htm.

With best regards,

Robin L. Garrell
Vice Provost for Graduate Education
Dean, Graduate Division