



SPECIAL TOUCHPOINT

from Academic and Postdoctoral Services

UCLA Graduate Division

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Guidance on Spring 2020 Leaves of Absence and Refund Schedules

Questions and concerns

The COVID pandemic has caused UCLA to transition to remote instruction for the entire Spring 2020 quarter. In some subject areas, departments may not be able to offer, or students may not be able to complete, some of the standard course requirements. Departments are striving to modify syllabi and provide alternative experiences, but students still have questions and concerns.

- With in-person instruction and training being cancelled for spring quarter, students will not be able to complete certain course requirements, e.g., clinical hours.
- For courses in which circumstances prevent essential work from being completed, departments are questioning whether students can be assigned “Incomplete,” grades, which could potentially turn into “Failing” grades if course requirements remain unmet.
- Given the many uncertainties and stresses, some students are considering taking a leave-of-absence (LOA), but they may not be ready to decide by the April 10 deadline.
- Students have questions about their UC SHIP coverage if they take a LOA.

Guidance

1. If students are not sure about their LOA plans, they should be encouraged to enroll, but should decide as soon possible whether taking a LOA would be best (e.g., based on up-to-date information on the availability of clinical hours).
2. Students who are worried about their grades and course requirements (e.g., for courses comprised of both “theory” and “practice”) should seek to finish out the term, doing what they can for each course. *If a majority of the work has been completed*, students can receive an Incomplete grade for a course, and will have until the end of 10th week in the following term (e.g., until the 10th week of Fall for a Spring quarter I-grade) to complete the remaining course requirements.
3. If a student decides to withdraw for the term, their refund will be prorated according to the published schedule. See link below.
4. If a student has registered but then withdraws, their SHIP fees would not be refunded, but they **do** retain the insurance coverage.
 - a. Students who never paid for registration would need to apply for other health insurance coverage.
 - b. It is important to remind students that having health insurance is a priority right now

Resources

Refunds and Schedule

- [Grad Student Refunds and Reductions](#)
- [Refund Schedule](#)

Insurance Information

- [Voluntary UC-SHIP info for non-registered students](#)
- [Alternate Insurance Resource Guide](#)