Leave of Absence

Leave of Absence Key Points

- The $60 LOA fee, added to your UCSC account, is nonrefundable and nontransferable.
- In general, the college will approve LOA status for students who have completed at least one quarter at UCSC and who are making satisfactory progress towards a degree.
- Students requesting LOA status after the completion of a quarter must do so prior to the start of the next quarter or the withdrawal refund schedule applies. Retroactive LOA is not an option.
- Campus services available to students on leave of absence include access to your UCSC email and portal. LOA services are also available through Family Student Housing, the Career Center, Community Rentals, and OPERS. Some offices may charge an additional service fee. Students should also contact Transportation and Parking Services to determine transit and parking pass eligibility while on leave.
- For the first quarter of the leave, students in LOA status are eligible to purchase the undergraduate health insurance (for information, call 459-2389) and may be seen at the Health Center and use pharmacy services on a fee-for-services basis.
- During the LOA, you may not take UCSC classes. If you wish to return early, contact your college academic adviser.
- If you attend another institution during your absence, an official transcript of the work must be sent to UCSC, addressed to the Office of the Registrar.
- To extend your LOA up to a total of six quarters, contact your College academic adviser before your approved return term.
- You are encouraged to keep your student ID card in a safe place during your absence from campus. If you lose it, you will be required to pay for a new card (currently a $20 fee) upon returning to campus.
- Remember to meet the March 2 FAFSA deadline and the June 1 supporting document deadline each year to be considered for all forms of aid available when you return. Contact the Financial Aid and Scholarship Office for more information.
- During Advising Week of your return quarter check the MyUCSC portal for the Schedule of Classes, your enrollment appointment and any enrollment holds.
- If you move, update your address(es) on the UCSC portal.
- There is a different process and application for an LOA for non-UC study abroad purposes. For more information, see the web site Non-UC Study Abroad (http://oie.ucsc.edu/sa/non-uc.shtml).