

6. Withdrawal, Leave of Absence, and Readmission

Withdrawal from the University

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- Deferred Payment Plan
- Refund of Fees
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Withdrawal from the University

Due to unexpected circumstances, some students need to withdraw during a quarter while others choose to leave or take a break from their studies after completing the quarter. Students who plan to return to UCSC may request Leave of Absence (LOA) status. LOA status is the advance approval to enroll at UCSC in a future quarter. Some University services are available to students in LOA status. The \$60 LOA fee is nonrefundable and nontransferable.

Note: If before the quarter begins, you decide not to attend UCSC, you must notify the Office of the Registrar (see *If You Decide Not to Attend*, page 25).

Before you initiate a withdrawal or decide to take a break in your studies

Consider the financial implications of withdrawing during a quarter. (See *below*.) If you live in campus housing or have a parking permit, inquire at the appropriate office for the related refund or adjustment policy.

Financial aid recipients are encouraged to talk to a financial aid adviser before initiating a withdrawal.

Dependent students should discuss the decision to withdraw with their parents.

Consider the academic implications. Discuss your options with your academic adviser and your instructors. Withdrawing from a class or arranging with an instructor for an incomplete (I grade notation) may be better alternatives.

If You Decide to Withdraw and/or Request a LOA

File the *Petition for Undergraduate Withdrawal/Leave of Absence* at your college office. If a Leave of Absence is requested but not approved, the College academic advising staff will explain your conditions for readmission. See *Readmission*, page 90. Your withdrawal or leave does not become official until the petition is filed with the college. It is presumed that no university services are provided to you after withdrawal, with the exception of leave of absence benefits. After the fifth week of the quarter, withdrawals from the university are only approved for documented medical or emergency reasons, but students can request W grades. (See *Withdrawal from a Course*, page 60.)

Withdrawal for Medical Reasons (after fifth week of the quarter)

If the need to withdraw after the fifth week of the quarter is medically based (including psychiatric), contact your college to obtain a *Request for Medical Information* form, which is then completed by either a clinician at the Student Health Center (if the student has been under a campus clinician's care) or by the student's off-campus physician/psychiatrist. (This form is also available online at advising.ucsc.edu/student.) The health care provider will estimate the duration of the illness or injury and specify the student's ability to resume studies. Return this form directly to the college. The college must have both the *Request for Medical Information* form and a *Petition for Undergraduate Withdrawal/Leave of Absence*, signed by the student, in order to process the medical withdrawal. For more information, please consult your college academic adviser or preceptor. Please also refer to *Readmission After Medical Withdrawal* (page 90).

Financial Implications of Withdrawal

The effective date for determining a refund of fees is the date of the student's official notice of withdrawal from the university, normally the date the student first notifies his or her college of the need to withdraw during the quarter.

Financial Aid Recipients

If you withdraw after receiving financial aid, you may be billed for some or all of the aid you received. See UCSC Financial Aid Policies for Midterm Withdrawals (<http://www2.ucsc.edu/fin-aid/withdrawals.shtml>)

Schedule of Refunds

Through the first day of instruction, fees are adjusted as follows:

- New students: all fees reversed except the nonrefundable \$100 Statement of Intent to Register fee.
- Continuing and reentering students: all fees reversed except a \$10 service fee.

If the effective date is after the first day of instruction, fees are adjusted according to the schedule below that refers to the elapsed calendar days beginning with the first day of instruction. For the actual dates, see the Refund Schedule (at the *Searchable Schedule of Classes web page* (<http://gazos.ucsc.edu/soc/index.cfm>), click on "Registration Information").

Days 0–1	100%
Days 2–7	90%
Days 8–18	50%
Days 19–35	25%
Days 36 or more	0%

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Percentages listed are applied to University Registration Fee, Nonresident Tuition, Educational Fee, and the UCSC campus fees. **Note:** There is a different schedule of refunds for new students receiving federal financial aid who withdraw during their first quarter. This schedule is available at budget.ucop.edu/fees.html.

Deferred Payment Plan

If you contracted for the *Deferred Payment Plan (DPP)*, and you withdraw before completing all your installments, you may still owe registration fees as determined by your date of withdrawal. After filing your withdrawal petition, call Student Business Services at 459-2107 for more information.

Refund of Fees

If you qualify for a refund, it will be issued approximately three weeks after the completed petition is filed at the college and after any financial aid has been adjusted. Any outstanding debts to the university are first deducted. For students who have authorized an electronic funds transfer (EFT), the refund is issued in the form of an EFT; otherwise, a check is mailed to your mailing address.

A full refund of the registration fees is granted to a student entering the U.S. armed forces or called to active duty during the quarter.

Notation on Your Official Academic Record

When you file a petition to withdraw during a quarter, no courses will show for that quarter on your official academic record. The following notation will be posted where the courses would appear: Withdrawn (effective date). LOA status does not appear on the Official Academic Record.

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Leave of Absence

- Leave of Absence Key Points

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- 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. Contact your College academic adviser if you want to enroll in Summer Session at a UC campus.
- 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 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>).

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Administrative Cancellation

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Your student status may be cancelled by the campus administration at any time if you

- are barred from enrollment for one or more quarters for academic deficiencies,
- are disqualified for academic deficiencies,
- are subject to disciplinary action,
- fail to respond to official university notices,
- fail to settle financial obligations, or
- fail to enroll in classes.

Cancellation for any of the first three reasons will be noted on your official academic record.

Administrative cancellation means that your enrollments are dropped, financial aid is cancelled, and you are ineligible to use campus services reserved for students. The registration fee refund, if applicable, is determined by the effective date of the administrative cancellation.

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**Reinstatement after
Lapse of Student
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Reinstatement After Lapse of Student Status

At the end of the third week of instruction, student status is administratively cancelled for all students who failed to enroll in classes. If your student status is cancelled because you failed to enroll in the classes you are attending, you may petition for reinstatement. Approval is not automatic.

Go to the Office of the Registrar to pick up Add by Petition forms and follow the instructions on the form (note the deadline). Return the Add by Petition forms to the Office of the Registrar along with the following:

- proof of payment of all fees and debts required to complete registration including the \$50 late registration fee and \$50 late enrollment fee,
- \$10 for each Add by Petition form, and approval of your college academic preceptor.

Reinstatement will not be approved after the eighth week of instruction.

6. Withdrawal, Leave of Absence, and Readmission

Readmission

- Readmission after Disqualification
- Readmission after Medical Withdrawal
- Readmission after Disciplinary Action

Readmission

An application for readmission is required of any student formerly registered in regular session at UCSC who has not been in continuous attendance or granted a leave of absence.

Contact your college for a readmission application form and to make arrangements for readmission in a specific quarter. Students are readmitted to the college in which they were last enrolled. If you withdrew for medical reasons, see [Readmission after Medical Withdrawal](#) (below). Complete the application, and return it with the nonrefundable application fee to the Office of Admissions.

The Office of Admissions will forward the application to your college for approval. Your college may require additional information concerning your academic plan before reviewing your readmission application. If you have been barred or disqualified, the academic standing committee of your college may impose conditions for readmission. It is important that you file early.

You are eligible for priority enrollment if you meet the earlier application deadline and you do not have to satisfy special conditions for readmission.

You must provide transcripts to your college of all academic work undertaken during your absence from UCSC, whether or not the credits are transferable. At least a C or 2.0 grade-point average is required in all such work. Your application for readmission will not be approved by the college until all transcripts have been received. In addition, an official copy of your transcripts should be sent to the Office of the Registrar.

If absence from UCSC is greater than five years, provide the Office of the Registrar with official transcripts of all work undertaken elsewhere, including transcripts that may have been previously submitted when you were originally admitted.

Financial aid applicants must meet the March 2 and June 1 application deadlines.

For information regarding major requirements after readmission, see the section on [Catalog Rights](#) (page 5).

Readmission after Disqualification

If you were disqualified or barred from UCSC for academic reasons and wish to be readmitted, you must have the approval of your college's academic standing committee. In order to allow enough time for the committee to consider your application, apply by the date listed for priority enrollment for the quarter you intend to return.

If the academic standing committee imposes conditions for readmission at the time of barred enrollment, you must fulfill these conditions before readmission. To be considered for readmission after being disqualified, you must meet one of the following conditions during your absence from UCSC:

- the completion of a full-time program of courses with a grade-point average of 3.0 or better for two regular semesters or three quarters at another accredited institution of higher education (see [Academic Standing](#), page 66);
- the involvement for at least six months in an activity showing such ability and seriousness of purpose as to indicate that you are prepared and able to undertake university work successfully. This alternative is approved only in exceptional cases.

Contact your college adviser for more information. [Academic Senate regulation 5.2](#) contains the policy regarding readmission of students disqualified for academic reasons.

Readmission after Medical Withdrawal

If you withdrew after the sixth week of a quarter for medical or psychiatric reasons, you will need to submit documentation from your health care provider with your readmission application. This is required to ensure that you are ready to return to the rigors of academia and that you have a plan for follow-up care, if needed. If your withdrawal was due to emotional or psychiatric distress, you will not be readmitted until at least a full quarter has passed (summer may be counted as a quarter).

Plan well in advance of the readmission deadline to obtain this verification. If you were under the care of the Cowell Student Health Center, these requests are not considered an emergency and you may have to wait several weeks for an appointment. Please be advised that staffing in the summer is very limited, and the psychiatrist is not available during July and August. If you receive a letter from your private doctor, therapist, or psychiatrist, the information contained within may still need to be clarified by the UCSC Health Center staff.

If your original documentation, submitted with the withdrawal form, indicated that your injury or illness was of a specific duration, you may not need to provide further proof that you are capable of successfully attending school. Any questions about this process should be directed to your academic adviser or preceptor at your college. If you will need accommodations to continue your studies, it is imperative that your college is aware of this. Advising staff will help connect you with vital resources.

Readmission after Disciplinary Action

Readmission to the University of California requires the specific approval of the chancellor of the campus to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.