

ELECTRICAL ENGINEERING DEPARTMENT
The Henry Samueli School of Engineering and Applied Science
University of California, Los Angeles

LEAVE OF ABSENCE PETITION FORM

(Please consult the leave of absence policy attached to this form)

Student Name: _____ Date: _____ UID#: _____

Email Address: _____ Advisor: _____

Major Area: Circuits & Embedded Systems Physical & Wave Electronics Signals & Systems

Current degree program: MS PhD Coursework completed? Yes No GPA: _____

Quarter and year started current degree program (e.g., Fall 2002): _____

Quarter M.S. requirements completed (for M.S. students continuing to Ph.D.): _____

Quarter admitted into the Ph.D. program: _____

Passed the Ph.D. preliminary examination? Yes No Quarter passed the exam: _____

Advanced to Ph.D. candidacy? Yes No Quarter advanced to candidacy: _____

Do you currently hold a GSR appointment? Yes No

Quarter leave will start: _____ Quarter student will return _____

All previous leaves (list the quarters): _____

Check box if you are requesting an extension of a current leave of absence.

Purpose of the proposed leave of absence (select one):

- Personal or immediate family medical reasons or other emergencies: *Attach a description of the nature of medical reason or other emergency, together with a signed statement from a doctor (in case of medical reason) and other documentary evidence.*

- Professional enrichment in between MS and PhD degrees: *Attach a description of plans during the leave of absence.* Note: (i) the student must be a UCLA Electrical Engineering M.S. student who has been formally admitted to the Ph.D. program, (ii) the proposed leave of absence must start immediately after the quarter M.S. program was completed and end before the student starts in the PhD program, (iii) the leave of absence must not exceed 3 academic year quarters, and (iv) the clock for time limits relating to academic milestones (preliminary examination, advancement to candidacy, and graduation) shall be stopped until the end of the leave.

- Thesis-related work at an external organization: *Attach a 1-page description of the planned thesis related activity at the external organization, with signature from the advisor attesting to that plan.* Note: (i) the student must be a M.S. thesis option student or a Ph.D. student, (ii) the proposed leave of absence together with any prior leave of absence for this reason during the current degree program must not exceed 1 academic year quarter for M.S. and 3 academic year quarters for Ph.D. students, and (iii) the clock for time limits relating to academic milestones (preliminary examination, advancement to candidacy, and graduation) shall not be stopped during such leave.

- Other reasons: *Attach separate sheet explaining the reasons the leave of absence is being requested.* Note: lack of financial support, and consequent need to do a job are not grounds for leave of absence.

Justification: use this space to provide a detailed justification for the leave of absence request. Attach documentary evidence as necessary.

Signature of **Student**

Date

Signature of **Student's Faculty Advisor**

Date

Signature of **Student Affairs Officer**

Date

FOR OFFICE USE ONLY

APPROVED

APPROVED subject to the following condition(s): _____

DENIED

Department Graduate Advisor

Date

LEAVE OF ABSENCE POLICY FOR GRADUATE STUDENTS

In general the department discourages graduate students from taking leaves of absence in the midst of a degree program as it adversely affects progress towards their graduation. Moreover, leave of absence is a privilege, and not a right: it is subject to approval by the Vice Chair of Graduate Affairs. Approvals of leave of absence petitions will in general be guided according to the following policy:

1. No leave of absence petition is needed for absence during summer quarters.
2. No leave of absence will be granted to students who have exceeded the maximum time to graduation (2 years for MS students and 5 years for PhD students from the time they start in the MS and PhD programs, respectively) except for reasons stated in item 3 below and only if the student has previously been granted approval for exceeding the graduation time limits.
3. Leave of absence during academic quarters may be granted for verifiable personal or immediate family medical reasons or emergencies. Petitions for such leave of absence must be accompanied by suitable statement from the doctor (in case of medical reasons) or other suitable evidence.
4. Up to three academic quarters of leave of absence in between MS and PhD degrees may be granted for professional enrichment purposes. Specifically, such leave may be given to students who have completed their MS degrees within the department, have been formally admitted to the PhD program, but have not yet started on the PhD program. The leave of absence must start in the quarter immediately after the quarter during which the MS degree requirements were met. The clock for time limits relating to academic milestones (preliminary examination, advancement to candidacy, and graduation) shall be stopped until the end of the leave. In effect, such leave of absence lets the student defer the start of the PhD program without having to go through a re-admission process.
5. Recognizing that research thesis of some students may involve close collaboration with external organizations, the department will approve leave of absence during academic quarters for students to work on their thesis at such collaborating organizations. However, such leave of absence will be limited to up to one quarter for M.S. thesis option students, and up to a total of three quarters (not necessarily continuous) for Ph.D. students during their entire duration in the program. For Ph.D. students in general such leave of absence shall be granted only after they have passed the required Ph.D. preliminary examination. Student's academic record will be a factor in the decision to approve such leave of absence. Given the close connection with one's thesis research, the graduation time clock shall not be stopped during such leave of absence (i.e., the time spent during such leave of absence will be counted towards the the time limits for milestones relating to preliminary examination, advancement to candidacy, and graduation). Petitions for such leave absence must be accompanied by a description from the student of the planned research at the external organization during the period of the leave of absence and its relationship to the MS or PhD thesis, and a signature from student's advisor certifying that research plan.