

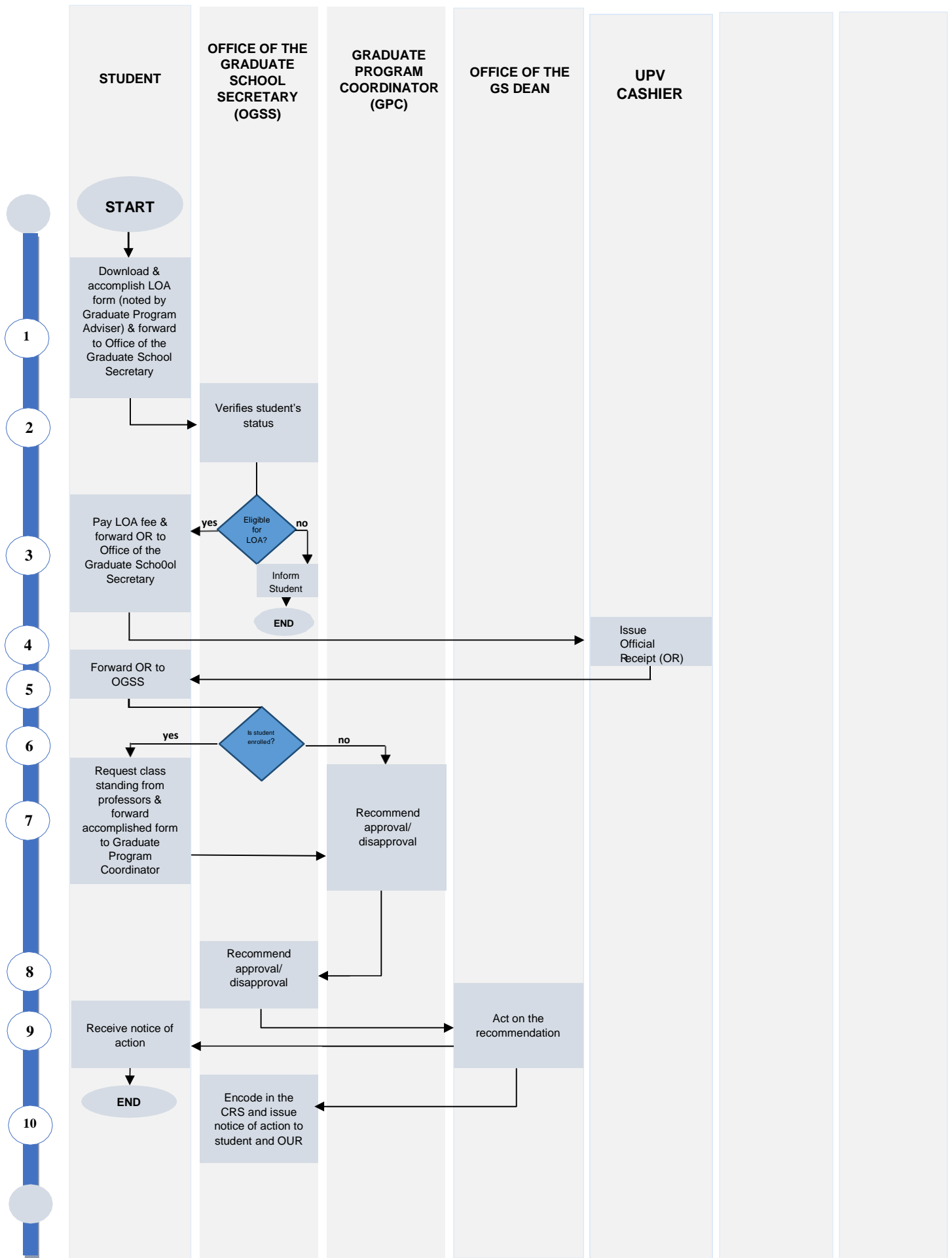
LEAVE OF ABSENCE

Graduate students may submit a written request to the dean for a leave of absence (LOA) lasting at least a semester/trimester. LOA approval is granted for a maximum of one (1) year at a time. It's important to note that students can only request an LOA for a total of two (2) years throughout their entire tenure at the university. The leave of absence does not count towards the Maximum Residence Rule. If a graduate student is unable to fulfill the program requirements within the allowed residence period, they must apply for readmission upon returning from any leave taken for one or more academic terms. Additionally, those exceeding the allowed residence period upon their return from leave must apply for a waiver of the residence rule.

If a student takes a leave of absence during an academic term without obtaining formal permission, it is considered "Absent Without Leave (AWOL)" and results in the loss of registration privileges. Students who drop out of school without a formal Leave of Absence (LOA) for at least one term must apply for re-entry into the graduate program. Returning students who were in an AWOL status are required to pay the relevant fee for readmission. Additionally, those who exceed the allowed residence period upon their return from leave must submit an application for a waiver of the residence rule.

Please find attached the flowchart detailing the process of requesting a leave of absence (LOA) and the prescribed form that needs to be completed for the application.

Leave of Absence





University of the Philippines Visayas
GRADUATE SCHOOL
General Luna St., Iloilo City 5000 Philippines
Email: gs-secretary.upvisayas@up.edu.ph



APPLICATION FOR LEAVE OF ABSENCE (LOA)

Name: _____ Degree Program _____
 Last First Middle

Student No.: _____ E-mail _____ Contact # _____

Date of Filing: _____

Details of Application: (Please indicate TERMS, i.e., 1st/2nd/3rd Semester/Trimester, AY ____)

Inclusive Terms of LOA: From: _____ To: _____

Reason: _____

Previous LOA Record: From: _____ To: _____

Reason: _____

NOTED:

Graduate Program Adviser

Signature of Student

=====DO NOT WRITE BELOW THIS LINE=====

Scholastic Status at the Time of Application (To be accomplished by the Graduate School Secretary)

☐ Good Standing ☐ Warning ☐ On Probation ☐ Dismissal

Current Semester/Trimester/Term _____ AY _____ ☐ Enrolled ☐ Not Enrolled

If enrolled, provide information indicated below:

SUBJECT	CLASS STANDING (Passing/ Failing/ No Basis)	INSTRUCTOR'S NAME & SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Graduate School Secretary

DETAILS OF ACTION ON APPLICATION:

Leave of Absence Fee: P150.00

Date of Payment: _____

Official Receipt No.: _____

RECOMMENDATION: ☐ Approved
 ☐ Disapproved

ACTION: ☐ APPROVED
 ☐ DISAPPROVED

Graduate Program Coordinator

Graduate School Dean

IMPORTANT:

No LOA shall be granted later than two (2) weeks before the last day of classes during the semester/trimester.
The Graduate School Secretary should inform the Registrar and the Instructors of the action on the application for LOA.