

UC DAVIS

GRADUATE STUDIES

Planned Educational Leave Program (PELP)

The Planned Educational Leave Program (PELP) is defined as a voluntary, temporary, planned interruption or pause in your regular, full-time education. The purpose is to enhance the prospect of successful completion of your academic program by allowing time for you to pursue other activities that will assist you with: clarifying your educational goals; job opportunities away from campus; and time to resolve personal, financial or medical problems. PELP makes it possible for you to suspend your academic work for a time and resume your studies with minimal procedural difficulties.

ELIGIBILITY

Registered graduate students at UC Davis are eligible to enroll in the Planned Educational Leave Program for up to three quarters, with the approval of the Graduate Program Adviser and the Graduate Studies Associate Dean for Students. New graduate students are not eligible for a PELP during their first term of instruction. Such students may be considered for deferred admission – contact the Graduate Program Staff Coordinator in your Graduate Program prior to the first day of instruction.

Students may not hold student employment (Teaching Assistant [TA], Graduate Student Researcher [GSR], etc.) while on PELP.

International students should consult with the Services for International Students and Scholars (SISS) office prior to a PELP.

The Office of the University President has determined that research leave is not an appropriate use of PELP status; therefore, effective fall 2009, the provision for research leave was eliminated.

PELP is a leave from your academic studies at UC Davis. Approval of the PELP request depends, in part, upon the expectation that you will return to a registered and enrolled status to continue your education.

RESTRICTIONS WHILE ON PELP

- Effective October 1, 2010, students on PELP may not be employed in a student academic appointment.
- Financial aid and grants will be discontinued for the duration of your leave and you may need to repay any financial aid funds already received for the quarter. Please contact the Financial Aid Office for additional information.
- Students on PELP are not eligible to receive fellowship funds.
- Students on PELP may purchase health cards that entitle them to full student health benefits for one quarter. If students are out of the area, they may purchase an optional health insurance plan to provide coverage. If students intend to continue their UC SHIP benefits, they must notify Student Health and Counseling Services before the first day of the quarter in which their PELP status begins. For more information, students should contact Student Health and Counseling Services or visit <http://shcs.ucdavis.edu>.
- PELP status is a leave from your education and not intended for students to take course work or continue their research. While on PELP, students are not eligible to enroll in concurrent courses or earn any academic credit on the UC Davis campus. Students who are *advanced to candidacy* intending to enroll in courses outside the State of California should refer to the *In-Absentia* program.
- Students on PELP may not apply for Filing Fee status. You must first return to a registered and enrolled status for at least one quarter before requesting Filing Fee status.

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AVAILABILITY OF UNIVERSITY SERVICES

A student on leave is only eligible for university services in the following areas:

- Placement and Student Employment Services;
- Advising and Counseling; and
- Housing. When students return from PELP they are considered to be continuing students in regards to housing priority. Students may remain in Student Family Housing for one quarter while they are on PELP.

THE APPLICATION PROCESS

Graduate students apply for PELP status using the PELP advising form, which consists of an e-mail obtained from the Graduate Program Staff Coordinator. International students should also notify SISS of their intention to apply for PELP status.

The PELP advising form must include the following information:

- Student's full name
- Student ID number
- Major
- Quarter/Year leave is to begin
- Quarter/Year student will return
- Name of your major professor and his/her e-mail address

- Please answer yes/no to the following questions:
 - Have you registered for courses?
 - Have you paid registration fees?
 - Have you attended classes?
 - Are you an international student?
 - If you are an international student, have you notified SISS of your leave? (required for approval)

- A brief statement why you are taking this leave

There is a fee to apply for PELP, which is non-refundable and will be charged directly to the student's account. The completed e-mail PELP advising form must be forwarded to the Graduate Program Staff Coordinator in order to obtain Graduate Adviser and Graduate Studies approval. Approval signatures are done via e-mail and must reflect the Graduate Adviser's approval using his/her UC Davis e-mail address. For international students, Graduate Studies will contact SISS to confirm eligibility for PELP status.

The completed PELP advising form must be submitted to Graduate Studies for approval by the first day of instruction in which the PELP is to take effect.

Students who intend to apply for PELP status should not enroll for courses the quarter the PELP status is to begin. If you submit the PELP request after the first day of the quarter, you may owe fees. The Office of the University Registrar fee refund policy applies.

PELP EXTENSION REQUESTS

PELP extension requests are made using the *Time Extension Request* form found at <http://gradstudies.ucdavis.edu/forms>. Students requesting an extension of a current PELP status do not need to pay an additional fee.