Subject to the approval of the Dean of the School, a student wishing to withdraw from school may petition to do so by requesting a leave of absence or an honorable withdrawal. The student's adviser must write a memo explaining withdrawal circumstances and readmission conditions for the student to bring with the petition prior to meeting with the Assistant Dean, Student Academic Services.

**Indefinite Leave of Absence**
A leave of absence for a brief period may be granted to a student in case of illness or emergency. Leaves may be granted for up to one year subject to extension upon approval of the graduate adviser and Graduate Division. Graduate Division will not extend leaves beyond 2 years.

**Honorable Withdrawal**
Permission for honorable withdrawal from the University may be granted to students in good standing. Forms are available in the Office of Admissions and Registrar. A student on leave of absence who does not petition for readmission or extension of leave at the end of one year will be considered to have withdrawn from graduate standing.

**Lapse of Status**
Lapse of status is enforced withdrawal of the student from the University for failure to: register (pay fees), settle financial obligations, complete physical examination, or respond to official University notices.

**Admission Deficiencies and Contracts**
Students with incomplete admission requirements are placed on contract during the fall quarter and should complete the deficiency by the date indicated in the contract. If the contract is fulfilled by taking a UCSF course, the course will appear on the study list; however, the grade is suppressed on the transcript and units earned will not count toward the degree.

**Warning and Disqualification**
Graduate students are required to maintain a minimum grade point average (GPA) of 3.0 in all upper division and graduate courses.

**Warning**
Graduate Division reviews the records of all registered students who have been enrolled for at least 16 units over a minimum of two-terms and whose GPA is below the required 3.0. Graduate Division forwards a warning letter once a year in Winter Quarter indicating that the GPA is below 3.0 and that the student is subject to academic dismissal unless improvement is made during the next term. If such improvement is unlikely, the student is advised to withdraw from the University. A copy of the warning letter is forwarded to the student's graduate adviser.

The graduate adviser confers with the student regarding academic difficulty. If
improvement in academic achievement or ability to meet degree requirements is unlikely, the graduate adviser encourages the student to withdraw from the University rather than face possible disqualification.

At the end of the term, the Dean of the Graduate Division confers again with the graduate adviser regarding the status of students who have been warned.

If significant academic improvement has been demonstrated, the adviser may recommend that the student be allowed to continue.

If improvement has not been made, the adviser may recommend termination of the student's status.

Disqualification
If terminated at the end of a term in which a warning letter was sent and the registration was “blocked,” the student's transcript will indicate “Dismissed.”

The graduate adviser may also recommend terminating students who may have earned the “B” average but who are considered unqualified to meet other academic standards necessary for the degree. The decision as to whether or not a student is allowed to continue should be based on potential to complete all parts of the graduate program. If the recommendation to terminate is approved by the Dean of Graduate Division, the student's transcript will indicate, “Further registration subject to the approval of the Dean of the Graduate Division.”