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# Internship Leave of Absence (LOA) For Clinical Psychology Students

## GENERAL INSTRUCTIONS FOR INTERNSHIP LEAVE OF ABSENCE (LOA)

**NOTE:** Much of the text below is adapted from UCI's *Graduate Policies & Procedures Handbook* <https://grad.uci.edu/current-students/academic-policies/>

### Clinical Psychology Internship Leave of Absence

Graduate students in the Clinical Psychology area, which is a concentration of the Psychological Science doctoral program, may request a Leave of Absence (LOA) for one academic year (3 quarters) while they are fulfilling the mandatory one-year clinical internship. **\*Please note: As summer is not a required quarter, participation in the Internships during the summer quarter does not count towards the 3 quarters of LOA.** Written approvals are required from the Director or Associate Director of Clinical Training for the Psychological Sciences doctoral program, Associate Dean for the School of Social Ecology, and the Graduate Dean. The *Clinical Psychology Internship* LOA form must be submitted to the Graduate Division prior to the beginning of the quarter for which approval is sought. Only students in the Clinical Psychology concentration are eligible to apply for this type of LOA.

#### a. Purpose

An internship LOA is intended to cover students in the Clinical Psychology concentration while they are conducting their mandatory clinical internship.

#### b. Eligibility Guidelines

Students must be in an internship approved by the Association of Psychology Postdoctoral and Internship Centers (APPIC) while on an internship LOA; non-APPIC internships may be approved with an exception from the Director of Clinical Training.

#### c. Limitations to LOA

The internship LOA policy does NOT apply when a student is away from the University of California for the reasons listed under a traditional LOA (please see 4. Academic Leave of Absence).

#### d. Procedures for Requesting an Internship Leave of Absence

A request for an internship LOA requires submission of a Graduate Division *Clinical Psychology Internship Leave of Absence* form. The form must be submitted to Graduate Division prior to the registration deadline for the quarter the internships will start. A request for leave submitted after the end of the third week of classes will be granted by exception only. In those cases where the fees have been paid, a *Withdrawal* form, available from the Registrar's Office via Student Access, must be submitted before the *Clinical Psychology Internship Leave of Absence* form can be reviewed and to obtain a refund. Make sure to enter Internship Leave of Absence as the reason for the Withdrawal.

#### e. Other Policies Relevant to an internship LOA

1) Academic Appointments and Employment: A student on an approved internship leave may not hold student academic appointments (Teaching Assistant, Graduate Student Researcher, Reader, etc.) or other student employment titles.

2) Additional Quarters of Internship LOA: Only by exception will Graduate Division allow a student a fourth quarter of internship LOA. An exception must be submitted to Graduate Division at least three weeks before the fourth quarter of internship LOA is set to begin. **\*Please note: As summer is not a required quarter, participation in the Internships during the summer quarter does not count towards the 3 quarters of LOA therefore would not be considered a fourth quarter of LOA.**

3) Degree Requirements: While it is expected that most students on an internship LOA will have defended their dissertation, a student on leave may take their final examination for the degree. Unlike during an academic LOA, completion of a student's clinical internship will count towards fulfilling the degree requirements. With the exception of the final examination for the degree, any other degree requirements that need to be fulfilled while on an internship LOA will require an exception approved by Graduate Division.

- 4) Fee Refunds: If fees have been paid for the quarter the *Clinical Psychology Internship* LOA form is requested, as noted above, a Withdrawal form must be submitted via Student Access before the *Clinical Psychology Internship* LOA form can be approved. Students must indicate on the Withdrawal form, under Reason for Withdrawal, "Internship LOA". The refund schedule is posted on the Registrar's website. The effective date for the refund is the date the student submits the Withdrawal form via Student Access. Note that the GSHIP premium will be refunded only if the Withdrawal form is submitted before the first day of the quarter.
- 5) Filing Fee: Students are eligible to apply for Filing Fee status immediately following an internship LOA. If a student still needs to complete other degree requirements, they must register and pay fees when they return from an internship LOA. Students may also petition for part-time status if eligible to do so.
- 6) Financial Support: While on an internship LOA, a student is not eligible for University fellowships, University research grants, or financial aid support. In addition, the student will, in most cases, lose eligibility for deferment of student loan obligations. It is the responsibility of the student to contact their loan agency to verify their loan status before applying for an internship LOA.
- 7) Health Insurance: A student on an internship leave will not be covered by the graduate student health insurance (GSHIP) program unless the student self-pays for continued coverage. Students should contact Student Health at (949) 824-5301 or refer to their website. Please note that GSHIP is separate from liability insurance, which is required for student in a clinical internship. Students should check with their internship site to determine if the site will provide liability insurance or if the student needs to purchase their own policy.
- 8) Housing: Students within their housing guarantee may be able to remain in student housing while on internship leave. Students living on campus who will be applying for an internship LOA should check directly with their housing office for more information.
- 9) International Students: In accordance with visa restrictions, a student who is not a permanent resident or citizen of the U.S. is not permitted to take an internship LOA. International students, instead, will apply for in-absentia status. Graduate Division will grant exceptions when a student's internship is within UCI's local campus region or will take place at another UC campus.
- 10) Library Privileges: A student on an internship leave will lose library privileges and must pay a fee to maintain access. Students should contact the library for more information.
- 11) Time to Degree: Internship LOA quarters will count towards a student's time to degree, unlike the first three quarters of an approved academic LOA, which do not count towards a student's time to degree.