

University of Maryland Graduate School, Baltimore

REQUEST FOR RETROACTIVE LEAVE-OF-ABSENCE OR WITHDRAWAL FROM UMBC

LEAVE-OF-ABSENCE: LOA requires notification of the academic department; retroactive LOA also requires approval of the Graduate School.

WITHDRAWAL FROM UMBC: A written request to withdraw from UMBC must be filed with the Graduate School.

Name: <i>(last, first, M.I.)</i>		Student ID:
Graduate Program:		Degree:
Current Address:		
E-mail Address:	Home Phone: - -	Work Phone: - -
<input type="checkbox"/> LEAVE-OF-ABSENCE <div style="text-align: right; margin-top: 10px;"> Effective: Semester: _____ Year: _____ Semester of Return: Semester: _____ Year: _____ </div>		
<input type="checkbox"/> WITHDRAWAL FROM UMBC <div style="text-align: right; margin-top: 10px;"> Effective: Semester: _____ Year: _____ </div>		
Reason for request:		

Note:

- Please be advised that a Leave-of-Absence is granted for one semester at a time.
- Requests made after the advance/early registration period for the desired leave time requires Graduate School approval.
- There will be a \$10.00 charge assessed to process each semester retroactive Leave-of-Absence.
- A Leave-of-Absence does not extend the time allowed to fulfill degree requirements.

ACKNOWLEDGMENT/APPROVAL SIGNATURES

Please type and sign

Student:	Signature:	Date:
Graduate Program Director:	Signature:	Date:
Associate Dean, Graduate School: Dr. Robert Deluty	Signature:	Date: