# 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: *(last, first, M.I.)* | | Social Security Number: - - |
|---|---|---|
| Graduate Program: | | Degree: |
| Current Address: | | |
| E-mail Address: | Home Phone: - - | Work Phone: - - |

☐ **LEAVE-OF-ABSENCE**

Effective: Semester: _____ Year: _____

Semester of Return: Semester: _____ Year: _____

☐ **WITHDRAWAL FROM UMBC**

Effective: Semester: _____ Year: _____

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: Janet C. Rutledge | Signature: | Date: |