

**Purpose:**

This form is for students who, due to exceptional circumstances, do not plan to enroll for a fall or spring semester.

- This form is due to the Graduate School before the first day of classes for the desired semester.
- A new form must be submitted for each term that a leave of absence (LOA) is desired.
- While there is no maximum number of times you may request an LOA, *the LOA does not extend the time required to complete your degree requirements.* See Graduate School Catalog for additional information.

**Instructions:**

1. Understand that requesting a leave of absence may affect your: full-time student status, student health insurance coverage, and/or student loan deferment, if applicable. You are encouraged to consider how these matters will impact you before submitting this form for processing. Student Accounting can answer questions about tuition/fee refunds and student health insurance coverage. Your lender/loan servicer or the Office of Student Financial Aid and Assistance can answer questions regarding loan deferment.
2. Complete all sections of this form and sign where indicated.
3. Obtain a signature from your Graduate Program Director (GPD).
4. Submit the signed form to: [gradforms@umaryland.edu](mailto:gradforms@umaryland.edu), (fax) 410-706-3473, or 620 W Lexington St 5<sup>th</sup> Floor.

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<b>STUDENT ID:</b> _____ @00	<b>DESIRED SEM/ YEAR OF LOA:</b> _____
<b>NAME (LAST, FIRST):</b> _____	<b>PROGRAM:</b> _____
<b>UMB E-MAIL:</b> _____	

<b>ANY PRIOR LOA?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>SEM/YR OF PRIOR LOA:</b> _____
<b>NO. CREDITS COMPLETED:</b> _____	<b>GRADUATE ASSISTANT?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>REASON FOR LOA:</b>	<input type="checkbox"/> Financial <input type="checkbox"/> Medical <input type="checkbox"/> Personal <input type="checkbox"/> Short Work Break <input type="checkbox"/> Travel <input type="checkbox"/> Other	

**Attestation:**

By submitting this form, the student understands and acknowledges that she/he is:

- \* authorizing the Graduate School to cancel or withdraw all coursework for the requested term.
- \* financially liable for tuition and fees. Any applicable refund is based on the date the signed form is received by the Graduate School and the published refund schedule.
- \* responsible for obtaining information regarding full-time student status, student health insurance coverage, and student loan deferment, if applicable.
- \* required to renew his/her eligibility to register by submitting a signed 'Returning Student Request' to the Graduate School at least two weeks before the beginning of the desired semester.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:**

Graduate Program  
Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to the Graduate School: [gradforms@umaryland.edu](mailto:gradforms@umaryland.edu) • Fax: 410-706-3473 • 620 W Lexington St 5<sup>th</sup> Floor

If you require special accommodations or services, please notify your department and the  
Office of Educational Support and Disability Services at 410-706-3100 or 800-735-2258 TTY/Voice.

For Graduate School Use Only:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**University of Maryland, Baltimore**  
**Graduate School**

Leave of Absence Guidelines

If you cannot enroll for courses during a fall or spring semester, you must take a leave of absence (LOA) with the approval of your Graduate Program Director and the Graduate School.

A leave of absence is NOT required for summer or winter terms.

You must use the 'Leave of Absence' form to notify your program *in advance* of your intent to take a leave of absence. Your department, in turn, will review the request and forward to the Graduate School a recommended course of action.

LOA requests received retroactively (after the semester has begun) will be reviewed on a case-by-case basis.

You must request an LOA for each fall or spring semester that an LOA is desired. While there is no maximum number of times you may request an LOA, *the LOA does not extend the time required for you to complete your degree requirements.*

Failure to comply with the requirement to register every semester may end a student's enrollment and/or admission status in the Graduate School. A student whose enrollment/admission has been terminated due to failure to obtain an approved LOA, must submit a new application for admission.

The Graduate School will provide written notice of the final decision regarding your LOA request.

You will be unable to register for Graduate School classes at UMB while you are on leave.

To renew your eligibility to register, you must complete the 'Returning Student Request,' obtain your program director's signature, and submit the signed form to the Graduate School at least two weeks before the beginning of the desired semester.