



University of Maryland Graduate School, Baltimore

Leave of Absence From Studies

University of Maryland
Baltimore

Guidelines:

- If you cannot study in a given semester but wish to continue your graduate studies, you must take a leave of absence with the approval of your program director and the Graduate School.
- Complete this form following the procedure below. Following review of your request, the Graduate School will notify you of approval and will enter on your record a “leave of absence” course that carries no cost or credit and does not affect your grade point average.
- You must request a leave of absence for each semester you plan to take a leave. While there is no maximum number of times you may take a leave of absence, your leave does not extend the time required for you to complete our degree requirements.
- Failure to comply with the requirement to remain continuously enrolled ends a student’s enrollment and admission status in the Graduate School.

Procedure:

- Using this form, you must make your request before the semester you want to take a leave. Include your name, student number, degree sought, and desired semester and year for your leave.
- The Graduate School reviews leave of absence requests received retroactively (after the desired semester has begun) on a case-by-case basis.
- Your program must approve and sign your request. Your program, in turn, forwards your request to the Graduate School.
- You will receive written confirmation of your leave of absence once the Graduate School has approved your request.
- Near the end of your leave of absence period—well before the start of classes—you should notify your program of your return to ensure proper preparation of registration materials.

Section I: Student Completes the Information Below

Name: _____

Student Number: _____ E-mail Address: _____

Program: _____

Degree Sought: _____

Leave of Absence Requested for (semester and year): _____

Reason(s) for Leave (check one): financial personal medical travel

other (explain): _____

Section II: Program Approval

Signature of Program Director: _____ Date: _____

Send or fax completed form to Graduate Admissions and Enrollment Services, BSU 336 or 6-3473.

Section III: Graduate School Approval

Signature: _____ Date: _____