THE GRADUATE SCHOOL

Updated July 2023

Request for a Leave of Absence

Graduate students may request a Leave of Absence of up to two consecutive semesters for childbearing, adoption, serious health conditions, dependent care (children, ill or injured partners, or aging parents), or financial hardship. A Leave of Absence stops the "time to degree" clock.

Student's Full Name (Last, First, Middle) _____

Student UID Number _____

Today's Date _____

Student's UMD Email Address _____@umd.edu

Name of Graduate Program _____

Four-Character Program Code _____

Degree Sought _____

Month & Year Started _____

Reason(s) for a Leave of Absence:

- ☐ Childbearing/Adoption
- ☐ Dependent Care
- ☐ Financial Hardship
- ☐ Physical/Mental Health Condition*
- ☐ Military Service**

* Please include a Supplemental Information form
** Please include a copy of military orders

I am requesting a Leave of Absence for:

- ☐ Fall
- ☐ Spring
- ☐ Summer I/II
- ☐ Winter

Years: 20_____
20_____

With this Leave of Absence I plan to graduate in: _____ Semester/Term _____ Year

Number of Time to Degree Extensions I have received before: _____

For doctoral students: Have you advanced to candidacy? ☐ No ☐ Yes _____ Semester/Term _____ Year

By signing here, I affirm that I have read the Leave of Absence policies and that I understand the impact on registration, funding, loans, student accounts, housing, access to University resources, and visa status (for international students).

Student Signature _____ Date _____

Primary Advisor Name _____ Signature _____ Date _____ Phone Extension _____ UMD Email Address _____@umd.edu

Program Director Name _____ Signature _____ Date _____ Phone Extension _____ UMD Email Address _____@umd.edu

ISSG Representative _____ Signature _____ Date _____ Phone Extension _____ UMD Email Address _____@umd.edu
(F1 or J1 International Students Only)

Graduate School Approver _____ Signature _____ Date _____

Please submit this form electronically to gradschool@umd.edu
or mail to the Graduate School, 7809 Regents Drive, College Park, MD 20740