

University of Maryland. Baltimore
Graduate School

Leave of Absence Guidelines

If you cannot study in a particular semester but wish to resume your studies in a degree program, you must take a leave of absence (LOA) with the approval of your academic advisor and the Graduate School. Using this form, you must notify your department of your intention to take a leave of absence; your department, in turn, informs the Graduate School with a recommended course of action. The Graduate School will notify you of your leave approval and the terms of re-enrollment.

Failure to comply with the requirement to register every semester ends a student's enrollment and/or admission status in the Graduate School. Students wishing to resume a graduate program under this regulation without an approved LOA must submit a new application for admission.

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

- Using this form, you must make your request prior to the semester in which an LOA is desired. You must indicate your name, student number, degree intent and desired semester/year for the LOA.
- LOA requests received retroactively, that is, after the semester desired has begun, will be reviewed on a case-by-case basis.
- The request must be signed and approved by your department, which in turn forwards the request to the Graduate School.
- Once approved by the Graduate School, the university registrar will place you on Leave of Absence; this notice will be put on your record during your LOA and it will appear on your transcript. There is no charge for this activity. You will also receive written notice of your approval.
- Near the end of your LOA time period - well before the start of classes - you should contact your department and notify them of your return to ensure proper preparation of registration materials.