



Leave of Absence Request

Before completing this form, please discuss the alternatives as well as the impact of a leave on your studies with your faculty advisor, program chair, and the CECS Dean's office.

UMID Student Name

UMD Email Program/Department

Please indicate the type of leave of absence you are requesting below: Medical, Family Necessity, Dependent Care, Military Service, or Personal Reasons.

Type of Leave of Absence: **Term to begin Leave of Absence:**
(requested minimum of 6 months in advance)

Leaves of absence are typically granted for a full term. Students on leave may not use the services of faculty or administrative staff except for planning the transition back to registered status. Expected return dates are at the beginning of the next term, following the conclusion of your leave. Please indicate the date you anticipate returning to active study.

Anticipated Return Date:
Anticipated return date:* (Leaves of absence for personal reasons are limited to one term only. Leaves of absence for military service are for the duration of your service. All other leaves are limited to 12 months.)

Are you an international student with UMD issued F-1 or J-1 Visa? _____
If "Yes," you must consult with the Office of International Affairs about what is permissible under immigration regulations.

Please provide an explanation for requesting a leave of absence the back of this request. Medical, military service, family necessity, or dependent care require supplemental documentation.

Student Signature Date

Faculty Advisor Signature / Date

Ph.D. Program Chair / Date

Associate Dean's Signature / Date **Approve or Deny**
(For Ph.D. students, decisions follow the Rackham LOA Policy 3.2.2)

Please return the form to the department Graduate Program office.

Provide a detailed explanation for requesting a leave of absence and address alternatives sought before requesting a leave of absence. **Students may submit documentation containing private details directly to the Associate Dean of Graduates Education and Research office.**