



University of Maryland

Undergraduate Withdrawal from the University

Please return this completed form to:
1113 Mitchell Building, College Park, MD 20742
Phone: 301/314-8240 Fax: 301/314-9568

Students admitted to the University of Maryland are expected to make regular and consistent progress towards the completion of their degree. However, the University understands that in exceptional circumstances a student may find it necessary to completely withdraw from all classes. *The University considers such an interruption to be very serious as it delays normal progress towards the degree.* Students should not withdraw for frivolous reasons or to avoid the consequences of ignoring their academic responsibilities. **Any student considering withdrawal is strongly encouraged to meet with his or her academic college advisor before leaving the University.** College advisors may be able to recommend alternative strategies for preserving the semester.

Personal Information

Name	Student ID No.
Today's Date	Semester of Withdrawal

Are you seeking a leave of absence or withdrawal?

A **leave of absence** is available to students wishing to take time away from the University with the intention of returning the following semester. This option can only be selected during the last 60 days of the semester. A **withdrawal** can be processed at any time between the first and last days of classes. *Specific information concerning readmission is located at the end of this document.*

Leave of Absence	Withdrawal
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Brief summary of reason seeking withdrawal/leave of absence:

Are you Participating in the Freshman Connection Program this semester?

If you answered "yes", you must process your withdrawal with the Office of Extended Studies.
Office of Extended Studies: 0132 Main Administration Building; 301-405-7762; fc@umd.edu

Yes	No
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Potential Implications

Do you receive financial assistance or scholarships from any source?

Terminating enrollment in a semester may require return of financial aid. Students on Federal Financial Aid may receive some benefit from a *leave of absence*. Prior to withdrawing, students with any form of financial assistance, such as grants, scholarships or loans, should meet with a financial aid counselor. Withdrawing may also affect future financial aid eligibility.

Student Financial Services Office: 1135 Lee Building; 301-314-9000; umfinaid@umd.edu

Yes	No
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Do you live on campus?

Students residing in on-campus housing are required to vacate and return keys within 48 hours of withdrawal from the University. Priority housing is also lost for the following semester. Students with campus housing must notify the Department of Resident Life in writing or by e-mail if they plan to stop utilizing campus housing. The unused portion, if any, will be refunded to the student account.

Department of Resident Life: 2101 Annapolis Hall; 301-314-2100; reslife@umd.edu

Yes	No
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Are you an international student?

To ensure compliance with federal guidelines, students on F1 or J1 visas must see the Office of International Services for advising and to process withdrawal requests.

Office of International Services: 2111 Holzapfel Hall; 301-314-7740; internationalservices@umd.edu

Yes	No
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Do you rely on your student status to receive health insurance through a family member's policy?

Under most health insurance policies, students over 18 years of age who take time off from school will generally lose coverage under a parent or guardian's policy.

Yes	No
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Military Duty: Students who are called to serve by the military should provide a copy of current orders to the Office of the Registrar.

Other Pertinent Information

Dining Services: Students with campus meal plans must notify the Office in Dining Services in writing or by e-mail if they plan to cancel their meal plan. Please include name and SID. The student’s account will be refunded based on the week of cancellation, not the amount used.

Dining Services; 1109 South Campus Dining Hall; 301-314-8069 (phone); 301-314-9234 (fax); weblis@ dining.umd.edu

Health Insurance: Students with Health Insurance sponsored by the University of Maryland should review their policy and contact the University Health Center with questions regarding their coverage. *Business Office* 301-314-0918; insurance@ health.umd.edu.

E-mail Accounts: Upon withdrawal, University issued e-mail accounts are subject to deactivation. When this is done, students may still maintain a forwarding address for a period of time, but access is no longer available to send or receive messages or to access the dial-up system. Students may contact the OIT Help Desk for further information about copying files or creating a forwarding address. [*OIT Help Desk*: 301-405-1500; <http://www.helpdesk.umd.edu>]

Do you plan to return to the university next semester?

Yes	No
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If your answer is “no”, for what semester do you plan to return?

Semester of Anticipated Return

Return to the University

With the exception of students who have earned a minimum 2.0 cumulative GPA with no previous withdrawal or leave of absence, students who find it necessary to leave the University are required to petition the Faculty Review Board in order to return. (Withdrawals or leave of absences prior to Fall 2002 or those that occurred in a summer or winter session will not be considered in this requirement.)

Have you taken a withdrawal or leave of absence in the past, since Fall 2002?

Yes	No
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Are you currently in your first semester of attendance at the University?

Yes	No
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Do you have a cumulative GPA below 2.0?

Yes	No
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If you answered “Yes” to any of the above three questions, you must file a petition for reinstatement with the Student Success Office (<http://studentsuccess.umd.edu/>). You are **required** to complete a Reinstatement Advising Meeting with your academic college advising office before your petition is reviewed.

If the answer to *all* three questions is “No” and you intend to return to the University next semester, the Office of the Registrar will facilitate your readmission at the time of withdrawal or leave of absence. Otherwise, should you decide to return at any future point, you may do so by applying for readmission with the Student Success Office (<http://studentsuccess.umd.edu/>).

Statement of Understanding

I have considered the ramifications that withdrawing will potentially have on my financial aid, housing, health coverage, visa status and progress toward earning a degree.

I understand that, should I be required to petition for reinstatement, I must do so with the Student Success Office. I also understand that I must complete a Reinstatement Advising Meeting with my academic college advisor before any review by the Faculty Review Board can begin.

I understand that a withdrawal or leave of absence is an exceptional action. Regardless of the current circumstances, a return to the University after any future withdrawal or leave of absence will depend upon a review by the Faculty Review Board.

Student Signature	Date
Official Verification and Signature	Date

Semester Charge (FOR OFFICE USE ONLY)				
Refund: 80% <input type="checkbox"/>	Refund: 60% <input type="checkbox"/>	Refund: 40% <input type="checkbox"/>	Refund: 20% <input type="checkbox"/>	Refund: 0% <input type="checkbox"/>
Charge: 20% <input type="checkbox"/>	Charge: 40% <input type="checkbox"/>	Charge: 60% <input type="checkbox"/>	Charge: 80% <input type="checkbox"/>	Charge: 100% <input type="checkbox"/>