



Office of the Registrar

Degree-Seeking Graduate Student Withdrawal from the University

1113 Clarence L. Mitchell Jr. Building, College Park, MD 20742-5231 301-314-8240 Fax 301-314-9568

registrar-graduate@umd.edu

Graduate students admitted to the University of Maryland are expected to make satisfactory progress in meeting programmatic requirements, must demonstrate the ability to succeed in his or her course of studies or research, must attain performance minima specified by the graduate program in all or in particular courses, and complete their degree within the established time limits. However, the University understands that in exceptional circumstances a student may find it necessary to completely withdraw from all classes. Students should not withdraw for frivolous reasons or to avoid the consequences of ignoring their academic responsibilities. **Any graduate student considering withdrawal is strongly encouraged to meet with his or her advisor and Graduate Program Director before leaving the University. Advisors and Graduate Program Directors may be able to recommend alternative strategies for preserving the semester.**

A **withdrawal** can be processed at any time between the first and last days of classes.

Today's Date: _____
MM/DD/YYYY

Student University ID Number (UID): _____

Name: _____
Last First Middle Initial

Graduate Program: _____ Degree Objective : _____

Semester of Withdrawal: _____ Fall Spring
Year

Is your request to withdraw related to COVID-19? YES NO

Provide a brief summary of your reason for requesting a withdrawal: **If additional space is needed, please attach a separate sheet**

Potential Implications

Are you on an assistantship and receiving tuition remission as a benefit? Terminating enrollment in a semester may result in all or part of the tuition costs charged to you. Prior to withdrawing, talk to your Benefits Coordinator in the department awarding you the assistantship.

Yes	No
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Are you on a fellowship?

Terminating enrollment in a semester may result in the loss of the stipend and benefits. Prior to withdrawing, talk to your advisor and Graduate Program Director.

Yes	No
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Do you receive financial assistance or student loans?

Terminating enrollment in a semester may require return of financial aid. 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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Are you an international student?

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

International Student & Scholar Services: 1126 H.J. Patterson Hall; 301-314-7740.

Yes	No
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Do you rely on your student status to receive health insurance or use health insurance sponsored by the University of Maryland?

Terminating enrollment in a semester may result in the loss of coverage. Prior to withdrawing, contact your health insurance provider. If using health insurance sponsored by the University of Maryland, students review their policy and contact the University Health Center regarding coverage.

University Health Center: 301-314-8165; uhc-insurance@umd.edu

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

Email Accounts: Upon withdrawal, University issued email accounts are subject to deactivation. Students may contact the Division of Information Technology for more information. *Division of Information Technology: 301-314-1500.*

Library Access: Upon withdrawal, access to the library resources may be limited. Students may contact McKeldin Library for more information. *McKeldin Library: 301-405-0800*

Dining Services: Students with campus meal plans must notify Department of Dining Services if they plan to cancel their meal plan. *Department of Dining Services: 301-314-8069; diningplan@umd.edu*

Do you plan to return to the University the next semester?

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

<u>Semester of Anticipated Return</u>

If you plan on returning at a future semester other than the next semester, a Leave of Absence or Waiver of Continuous Registration will need to be filed with the Graduate School. For more information, see <http://apps.gradschool.umd.edu/Catalog/policy.php?registration-policies#continuous-registration-requirements>.

If your answer is “No”, and you are resigning from your program, you will need to contact the Graduate School (gradschool@umd.edu) to submit your letter of resignation.

Statement of Understanding

I have considered the ramifications that withdrawing will potentially have on my financial aid, visa status, graduate student status, and progress toward earning a degree. I am also responsible for the tuition and fees incurred.

Student Signature	Date
Instructions on how to digitally sign this document can be found here	
Official Verification and Signature	Date

Semester Charge (FOR OFFICE USE ONLY)				
Refund: 80%	Refund: 60%	Refund: 40%	Refund: 20%	Refund: 0%
Charge: 20%	Charge: 40%	Charge: 60%	Charge: 80%	Charge: 100%