



PROFESSIONAL GRADUATE PROGRAMS

DEGREE-SEEKING GRADUATE STUDENT WITHDRAWAL FROM THE UNIVERSITY

This form is for the use of students enrolled in [Professional Graduate Programs](#) administered through Extended Studies.

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. The University, however, understands that in exceptional circumstances a student may find it necessary to completely withdraw from all classes. Any graduate student considering withdrawal must meet with their Academic Program Director before leaving the University. The Academic Program Director may be able to recommend alternative strategies for preserving the semester/term. A withdrawal can be processed at any time between the first and last day of classes.

Do you plan on returning to the University of Maryland?

Yes **No**

If "No," you are resigning with no intention of returning. Your request will be processed as a withdrawal from the University and program.

If "Yes," which semester/term do you plan to return? _____

Year

Fall

Winter

Spring

Summer

Your request will be processed as a withdrawal from the semester/term indicated below ONLY, and you must file a [Petition for a Waiver of Continuous Registration](#) or a [Request for a Leave of Absence](#). If not submitted, you may be dismissed from the Graduate School at the end of the semester/term for failure to comply with the continuous registration requirement. For complete information, see the [Graduate School-Continuous Registration Requirements](#).

Today's Date: _____ **Student University Identification Number (UID):** _____

Name: _____

First

Middle

Last

Program: _____ **Degree Objective:** _____

Semester/Term of Withdrawal: _____

Year

Fall

Winter

Spring

Summer



EXTENDED STUDIES



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

Potential Implications

Yes No

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.

Are you on a fellowship?

Terminating enrollment may result in the loss of the stipend and benefits. Prior to withdrawing, talk to Academic Program Director.

Do you receive financial assistance or student loans?

Terminating enrollment may require the return of financial aid. Prior to withdrawing, students with any form of financial assistance (e.g., 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

Are you an international student?

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

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

Do you rely on your student status to receive health insurance or use health insurance sponsored by the University of Maryland?

Terminating enrollment 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 should review their policy and contact the University Health Center with questions.

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

Are you withdrawing because you have been called to serve in the military?

If 'Yes,' then include a copy of current orders when submitting this form to Extended Studies at exst@umd.edu



Other Pertinent Information

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

Library Access: Upon withdrawal, access to library resources may be limited. Students may contact McKeldin Library at 301-405-0800 with any questions or concerns.

Dining Services: If you have a campus meal plan that you would like to cancel, you must notify the Department of Dining Services at 301-314-8069 or diningplan@umd.edu.

Refunds: For the withdrawal refund schedule, see [University Calendar and Deadlines](#). Select the appropriate academic calendar. Any applicable refund posts as a credit to the student account within 5-7 business days after Extended Studies receives the signed withdrawal form. The University does not automatically refund a credit balance. For information on how to request a refund (if any), visit <https://billpay.umd.edu/refunds>.

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.

Once signed, the student must send the completed withdrawal form to Extended Studies at exst@umd.edu.

Student Signature:

Date:

Verification and Signature:

Date: