



# Graduate School of Biomedical Sciences

## FORM GSBS31: REQUEST FOR LEAVE OF ABSENCE (LOA) OR RETURN FROM LEAVE OF ABSENCE

<input type="checkbox"/> LEAVE OF ABSENCE	<input type="checkbox"/> MEDICAL LEAVE OF ABSENCE	Date LOA Begins/Stipend Ends:
<input type="checkbox"/> RETURN FROM LEAVE OF ABSENCE		Date of Return from LOA:

A student may only return from a LOA on the first day of a semester. For students taking a full year LOA, the return would be in the first semester following the one-year LOA period. If unsure of semester start dates, please contact the GSBS Office.

Date of Meeting with Dean or Associate Dean:
All Leave of Absences or Returns from Leave of Absences require a meeting with the Dean or Associate Dean
Check any that apply
<input type="checkbox"/> Student is required to re-take required course work. If checked, list course(s):
<input type="checkbox"/> Student is required to re-take the Qualifying Examination

GSBS Office: Check one	
<input type="checkbox"/>	Student will be dropped from all courses (Use when Withdrawal is at end of a semester but is registered for the next semester or when Withdrawal within the GSBS Drop/Add period.)
<input type="checkbox"/>	Student will receive a grade of Withdrawal for all courses currently in progress (Used when Withdrawal date is less than or equal to 51% of the semester.)
<input type="checkbox"/>	Student will receive a grade of Incomplete for all courses currently in progress (Used when Withdrawal date is greater than 51% of the semester.)

Note for Registrar's Office: Please make any enrollment/grade change identified above in PeopleSoft Campus Solutions

**Student Insurance:** Student Health & Dental Insurance is effective until 8/31 of each Academic Year. Students who take a leave of absence during the academic year will have continuous coverage until 8/31 of that academic year. All insurances will terminate on that date.

	Name	Signature	Date
Student			
Thesis Advisor			
Graduate Program Director			
Funding Dept Administrator			
Asst. Dean of Student Affairs			
Assoc. Dean of Academic Affairs			
GSBS Dean			
Funding Department			
GSBS Program			
Student's non-UMMS email			

GSBS Office							
PSSA EMPLID:							
Program Action	<input type="checkbox"/> LOA	<input type="checkbox"/> RLOA	Action Reason	<input type="checkbox"/> LOA	<input type="checkbox"/> WRDS (Writing Dissertation)	<input type="checkbox"/> RSCH (Research/Study)	<input type="checkbox"/> Other

E-Distribution: All signers, GSBS Office, Registrar, Bursar, Immigration Services, Student Health Services.