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

Student Information

Student Name:      PSCS ID:
Student’s non-UMass Chan email:
Graduate Program:
Funding Department:

Type of Request

☐ LEAVE OF ABSENCE      ☐ MEDICAL LEAVE OF ABSENCE      Date LOA Begins/Stipend Ends:
☐ RETURN FROM LEAVE OF ABSENCE      Date of Return from LOA:

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.

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.

Meeting with Dean/Associate Dean

All Leave of Absences or Returns from Leave of Absence require a meeting with the Dean or an Associate/Assistant Dean

Name of Dean with whom meeting was held:         Date of Meeting:

Check any that apply:

☐ Student is required to re-take required course work. If checked list course(s):
☐ Student is required to re-take the Qualifying Examination

Signatures

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Student</td>
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<tr>
<td>Thesis Advisor</td>
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<td>Graduate Program Director</td>
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<td>Funding Dept. Administrator</td>
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<tr>
<td>Assoc. Dean of Academic Affairs</td>
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GSBS Office Use

Student Name:      PSCS ID:

Program Action:  □ LOA  □ RLOA
Action Reason:  □ LOA □ WRDS (Writing Dissertation) □ RSCH (Research/Study) □ Other

Enrollment/Grade Changes

Registrar’s Office: Please make any enrollment/grade changes identified below in PeopleSoft Campus Solutions

☐ Drop student from all courses
   Use when Withdrawal is at end of a semester, but the student is registered for the next semester or when Withdrawal is within the GSBS Drop/Add period.

☐ Apply a grade of Withdrawal for all courses currently in progress
   Use when Withdrawal date is less than or equal to 75% of the semester.

☐ Apply a grade of Incomplete for all courses currently in progress
   Use when Withdrawal date is greater than 75% of the semester.

☐ Enroll Student in the following courses in their returning semester:

<table>
<thead>
<tr>
<th>Class #</th>
<th>Sub/Cat</th>
<th>Name</th>
<th>Credits</th>
<th>Course Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>BBS 123</td>
<td>Example Course Name</td>
<td>1</td>
<td>Sample Person Name</td>
</tr>
</tbody>
</table>

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