## UNIVERSITY OF MASSACHUSETTS BOSTON

## LEAVE OF ABSENCE REQUEST FORM

If you need to take time off from your graduate program, this form must be filled out and approved by your Graduate Program Director. If a leave of absence is approved, the time limit for completing the degree will be extended accordingly. Please keep in mind that the \$175.00 program fee is required for each semester you are on your leave of absence. Upon receipt of the approved leave of absence form, you will be put on program fee status and you will be billed for the \$175 fee. If the form is submitted after the add/drop period, you will also be billed for the \$50.00 late fee.

UMS #			
Social Security #			
Name			
Graduate Program			
Semester(s) to be on Leave of Absence:	Fall		
Please state reason you are requesting a	leave of	absence:	
Student Signature:			Date
			D (
Graduate Program Director Signature			Date
Registrar's Office Signature			Date