

THIS FORM IS FOR PREVIEW PURPOSES ONLY AND WILL NOT BE ACCEPTED FOR SUBMISSION

PLEASE INITIATE FORM IN DOCUSIGN

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

Role	Name	Signature	Date
Student			
Thesis Advisor			
Graduate Program Director			
Funding Dept. Administrator <i>Not applicable to MSCI students</i>			
Assoc. Dean of Academic Affairs			

GSBS Dean			
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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:

Class #	Sub/Cat	Name	Credits	Course Director
1234	BBS 123	Example Course Name	1	Sample Person Name

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