



# Undergraduate Withdrawal From the University of Maryland

## I. INSTRUCTIONS

This document contains important instructions for requesting a withdrawal from the University of Maryland. Students may request a withdrawal from all classes at any time between the first and the last day of classes for the semester. Students must submit written notice of withdrawal to the Office of the Registrar no later than the last day of classes. To complete this process correctly, carefully review the information on this coversheet and the questions on the form.

Students admitted to the University of Maryland are expected to make regular and consistent progress towards the completion of their degree. However, the University understands that in exceptional circumstances a student may find it necessary to completely withdraw from all classes. The University considers such an interruption to be very serious as it delays normal progress towards the degree. Students should not withdraw for frivolous reasons or to avoid the consequences of ignoring their academic responsibilities. **Any student considering withdrawal is strongly encouraged to meet with his or her academic college advisor before leaving the University. College advisors may be able to recommend alternative strategies for preserving the semester.**

## II. PERTINENT INFORMATION

- **Military Duty:** Students who are called to serve by the military should provide a copy of current orders to the Office of the Registrar: 7999 Regents Drive, 1113 C. Mitchell Jr. Building, College Park, MD 20742.
- **Dining Services:** Students with campus meal plans must notify the Department of Dining Services in writing (in person or using Online Services <http://dining.umd.edu/online-services/>) if they plan to cancel their meal plan. The student's account will be refunded based on the week of cancellation, not the amount used. Department of Dining Services: 1109 South Campus Dining Hall; 301-314-8069; [diningplan@umd.edu](mailto:diningplan@umd.edu).
- **Health Insurance:** Students with Health Insurance sponsored by the University of Maryland should review their policy and contact the University Health Center with questions regarding their coverage. University Health Center: 3983 Campus Drive; 301-314-8165; [uhc-insurance@umd.edu](mailto:uhc-insurance@umd.edu); <https://health.umd.edu/SHIP>.
- **Email Accounts:** Upon withdrawal, university issued email accounts are subject to deactivation. Upon returning to the university, students may be able to reactivate their university email account. Students may contact the Division of Information Technology for further information. Division of Information Technology: 1221 McKeldin Library; 301-405-1500; [itsupport@umd.edu](mailto:itsupport@umd.edu).



# Undergraduate Withdrawal Form (Fall / Spring)

Return completed form to:  
Office of the Registrar, 7999 Regents Drive, 1113 C. Mitchell Building, College Park, MD 20742  
Phone: (301) 314-8240 | Fax: (301)314-9568 | Email: registrar-help@umd.edu

Last Name:	First Name:	Student ID #:
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Today's Date:	Semester of Withdrawal (select one): FALL      SPRING	Year:
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Is your request to withdraw related to COVID-19?      Yes      No

**1. Provide a brief summary of your reason for requesting a withdrawal:**

**2. Are you participating in the Freshmen Connection Program this semester?**       Yes       No

If yes, you must process your withdrawal with the Office of Extended Studies; 301-405-7762; fc@umd.edu

**3. Do you receive financial assistance or scholarships from any source?**       Yes       No

Terminating enrollment in a semester may require return of financial aid. Withdrawing may also affect future financial aid eligibility. Prior to withdrawing, students with any form of financial assistance, such as grants, scholarships or loans, should meet with a financial aid counselor. *Student Financial Services Office:* 1135 Lee Building; 301-314-TERP; umdfinaid@umd.edu

**4. Do you live on campus?**       Yes       No

Students residing in on-campus housing are required to vacate and return keys within 48 hours of withdrawal from the University. Priority housing is also lost for the following semester. Students with campus housing must notify the Department of Resident Life in writing or by e-mail if they plan to stop utilizing campus housing. The unused portion, if any, will be refunded to the student account. *Department of Resident Life:* 2101 Annapolis Hall; 301-314-2100; reslife@umd.edu

**5. Are you an international student?**       Yes       No

To ensure compliance with federal guidelines, students on F1 on J1 visas must see the International Student & Scholar Services for advising and to process withdrawal requests. *International Student & Scholar Services:* 1126 H.J. Patterson Hall; 301-314-7740; https://globalmaryland.umd.edu/.

**6. Do you rely on your student status to receive health insurance through a family member's policy?**       Yes       No

Under most health insurance policies, students over 18 years of age who take time off from school will generally lose coverage under a parent or guardian's policy.

**7. Do you plan to return to the university next semester?**       Yes       No (See question 7a)

**7a. If no, when do you plan to return?** Semester and year of anticipated return: \_\_\_\_\_

### Return to the University

With the exception of students who have earned a minimum 2.0 cumulative GPA with no previous withdrawal, students who find it necessary to leave the University are required to petition the Faculty Review Board in order to return. (Withdrawals prior to Fall 2002 or those that occurred in a summer or winter session will not be considered in this requirement.)

**8. Have you taken a withdrawal in the past, since Fall 2002?**       Yes       No

**9. Are you currently in your first semester of attendance at the University?**       Yes       No

**10. Do you have a cumulative GPA below 2.0?**       Yes       No

- If you answered "Yes" to any of the above three questions, you must file a petition for reinstatement with the Student Success Office ([studentsuccess.umd.edu](http://studentsuccess.umd.edu)). You are required to complete a Reinstatement Advising Meeting with your academic college advising office before your petition is reviewed.
- If the answer to all three questions is "No" and you intend to return to the University next semester, the Office of the Registrar will facilitate your readmission at the time of withdrawal. Otherwise, should you decide to return at any future point, you may do so by applying for readmission with the Student Success Office ([studentsuccess.umd.edu](http://studentsuccess.umd.edu)).

### Statement of Understanding

- I have considered the ramifications that withdrawing will potentially have on my financial aid, housing, health coverage, visa status and progress toward earning a degree.
- I understand that, should I be required to petition for reinstatement, I must do so with the Student Success Office. I also understand that I must complete a Reinstatement Advising Meeting with my academic college advisor before any review by the Faculty Review Board can begin.
- I understand that a withdrawal is an exceptional action. Regardless of the current circumstances, a return to the University after any future withdrawal will depend upon a review by the Faculty Review Board.

Student Signature (Instructions on how to digitally sign this document can be found [here](#).) \_\_\_\_\_ Date \_\_\_\_\_

Official Verification and Signature \_\_\_\_\_ Date \_\_\_\_\_

Semester Charge (OFFICE USE ONLY)	Refund:	80%	60%	40%	20%	0%
	Charge:	20%	40%	60%	80%	100%