

How to submit Leave of Absence (LOA) Petition through TerpEngage

1. Login to TerpEngage (TE): <https://terpengage.umd.edu/community/s/>.
2. On the menu bar, click on the **Forms** tab
 - a. On the dropdown, click on **Petitions Forms**
 - b. On the TE Graduate School Forms page, click on the **Request for a Leave of Absence**.
 - c. **Important:** Review the policy on LOA before clicking on “Continue.”



The Student Information section of the form is auto populated.

Email gradschool@umd.edu if the information is incorrect.

3. Fill out the Request Details section for your petition.
 - a. If your reason for LOA is a serious health condition or military service, you need to upload the required Supplemental Information.
 - b. If your advisor is not on the “Primary Advisor” list, you cannot submit an LOA petition online. The Graduate School needs to add the advisor first to the list before you can continue.
 - i. To request to add an advisor, check the box for “...cannot find my advisor” and enter advisor’s name, department, and UMD email. Click on “Create Case”.
 - ii. Students will be notified once their advisor is added to the “Primary Advisor” list. Only then can they submit LOA online.

How to follow up pending petitions

Students can directly contact the individual petition signers (please see next page) who need to process the petition to move it along in the online approval process. Please allow at least 2-3 business days after the last “Updated Date” before contacting the indicated “Active” signer.

For “GS Front Desk” signers or any other LOA questions, please email gradschool@umd.edu.

How to check on the status of a submitted petition in TerpEngage

1. Login to your TerpEngage: <https://terpengage.umd.edu/community/s/>.
2. On the menu bar, click on the **Forms** tab
 - a. On the dropdown, click on **My Petitions Forms**
 - b. Click on the “Submitted” tab, click on the “View Status in Queue” button

Petition Forms

Submitted Completed

Program Form Date Submitted ↓ Actions

GINO Waiver of Continuous Registration Jun 16, 2025 View Status in Queue

3. A pop-up screen will show where the submitted petition is pending signature

Cancel Petition

Recipient Or...	R.	Email	Recipient Role	Recipient Type	Status	Updated Date	Comment
1	Mas...	mfop...	Student	CarbonCopy	Completed		
2	Kris...	khali...	Advisor	Signer	Approved	May 14, 2025	
3	Kris...	khali...	Graduate Progra...	Delegate	Completed	Jun 24, 2025	
3	Rui...	ruibo...	Graduate Progra...	Signer	Approved	Jun 24, 2025	
5	Niki...	nikita...	GS Front Desk A	Processor	Active		
5	Ann...	ab31...	GS Front Desk C	Processor	Active		
5	Wa...	wgaji...	GS Front Desk	Processor	Active		
5	Nia ...	nwal...	GS Front Desk B	Processor	Active		

- a. **“Cancel Petition”** button – will cancel the submitted petition. Only the student who submitted the petition can cancel it.
- b. **Recipient Order** – shows the number of signers who need to sign the form. The same number indicates a group of signers but only takes one to sign the petition.
- c. **Recipient** – the signer or a designated staff who needs to review and sign the petition
- d. **Email** – signer’s email
- e. **Recipient Role** – shows who need to sign the petition
- f. **Status** – indicates where the petition is on the approval process
 - i. **Completed / Approved** – means the person or signer/s have processed and signed the petition. The date on the left indicates when the petition was signed.
 - ii. **Active** – means the petition is waiting for the signer/s to process and sign the petition. The date on the left is blank.
 - iii. **Waiting Approval** means the signer/s have not see the petition and waiting for the prior signer/s to approve the petition.