

LEAVE OF ABSENCE—Twin Cities Undergraduate

Students who plan to leave school for one or more semesters must request a leave of absence from their college office. Students with an approved leave of absence need not apply for readmission as a new student (i.e., meet admission standards) when they return. However, colleges may condition readmission on availability of space in a program. If a leave of absence is for more than two academic years (i.e., four semesters), students must follow new program requirements upon return.

Submit this form to your college office. Be sure to review the "Important Notes" on the following page.

Please print clearly in blue or black ink.

ID number	name (last, first middle)		
address	city	state	zip
phone number	e-mail address		
semester leave begins (e.g., fall 2007)	semester of return (e.g., spring 2008)	major	
reason for leave of absence (use additional sheet if necessary)			
student signature			date

For college use only

advisor/advising office	program/degree requirements in effect upon return (current or new)		
Is return conditioned on availability of space? <input type="checkbox"/> yes <input type="checkbox"/> no			
college approval			date



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To request this form in an alternative format, please contact the Disability Services Liaison at 612-625-9578. The University of Minnesota is an equal opportunity educator and employer.

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IMPORTANT NOTES

- **Submitting This Form:** Submit this form to your college office.
- **Canceling Classes:** Completing the Leave of Absence form does not cancel any registrations. If you are registered for a current or future term, you must cancel your registration. Failure to do so will result in billing and assigned grades for that term.
- **Probation Status:** Any probation or suspension action will override an approved leave of absence.
- **Financial aid:** If you have received financial aid from the University, you should talk to a One Stop counselor to learn about any effects a leave of absence might have.
- **Withdrawal checklist:** Review the withdrawal checklist at onestop.umn.edu/onestop/Registration/WithdrawalChecklist.html. There are many things to consider when leaving the University, even when you plan to return.
- **Address Change:** Keep the University informed of your current mailing address. Update your information on the Web (go to Personal Information under Quick Links at onestop.umn.edu).
- **Returning from a Leave of Absence:** To return after an approved leave of absence, complete an Application for Readmission form in your college office at least two months prior to the term you plan to register. Your college office will determine your eligibility to return, your status in your major or degree program, and the program/degree requirements in effect upon your return. You will also need to submit transcripts of any coursework taken elsewhere during the leave to the Office of Admissions, 240 Williamson Hall, Minneapolis. You may return before your approved return date by following the same process.