

UNDERGRADUATE LEAVE OF ABSENCE—Twin Cities

DIRECTIONS—Before completing this form, be sure to review the administrative policy at <http://z.umn.edu/loapolicy>. Students who plan to leave school for one or more semesters should review <http://z.umn.edu/leaveofabsence> and then discuss with their college advisor whether requesting a leave of absence is appropriate.

Submit this form to your college advising office.

IMPORTANT NOTES

- **Leave of absence/withdrawal checklist:** Review the checklist at <http://z.umn.edu/leaveofabsence>.
- **Financial aid:** If you have received financial aid, talk to a One Stop counselor to learn about any effects a leave of absence might have.
- **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.
- **Academic status:** Any academic suspension will void an approved leave of absence.
- **Address change:** Keep the University informed of your current mailing address. Update your information at MyU.umn.edu in the My Info tab.
- **Returning from a leave of absence:** Contact your college. For more information, review the Application for Readmission form on <http://onestop.umn.edu/forms>.

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

PART 1. Student information		
University ID	Name (last, first, middle)	
Phone number (include area code)	University email	
PART 2. Leave of absence information		
Semester leave begins (term/year)	Anticipated semester of return (term/year)	
Reason for leave of absence (An approved Leave of Absence usually allows the student to maintain their current program requirements upon their return, provided that the return is within two years.)		
Personal/Medical	Financial	Academic
Military Service	Career Opportunities	Family Obligations
Comments (use additional sheet if necessary)		
PART 3. Certification		
Student signature	Date	
Academic advisor signature	Date	

For college use only	
Is return conditioned upon availability of space?	Program/degree requirements in effect upon return
yes no	
College approval	Date

