

Instructions:

Before completing the Leave of Absence (LOA) Request Form, be sure to:

- review Administrative Policy: [Leave of Absence and Reinstatement from a Leave: Graduate Students \(Twin Cities, Duluth, Rochester\)](#);
- confer with your DGS, advisor(s), and relevant offices (e.g., ISSS, Graduate Assistant Employment, Financial Aid) regarding the impact of a LOA on your financial, academic, work-related, and personal circumstances; and
- confer with your DGS, advisor(s) and college office about what, if any, conditions may be placed on your reinstatement after the LOA.

If, after review and consultation, you choose to request a LOA:

- complete the form (include supporting documentation, if requested by your graduate program and/or college);
- obtain signatures of your DGS and advisor(s); and
- submit the signed form to your college office for review.

Important notes

- **When to submit the request:** You are expected to request a LOA prior to the beginning of the proposed term/year of the leave.
- **Verify college approval:** Submitting the LOA to your college office does not guarantee that the request will be approved. Be sure to obtain confirmation from your college that your LOA has been approved, and verify the approved LOA's start and return dates.
- **Canceling registrations:** A college-approved LOA does not automatically cancel any registrations. If you are enrolled for the term(s) included in the approved LOA, you must cancel your registration(s). Failure to do so will result in billing and assigned grades for the term(s).
- **Financial support (from the University):** If you receive financial aid from the University, you should talk with your graduate program and/or department; Graduate Assistant Employment; Student Financial Aid; International Student and Scholar Services; Graduate School Fellowship Office; and/or a One Stop counselor to learn about any effects a leave of absence might have.
- **Financial support (from private funding sources):** If you receive funding from a source outside the University, you should talk with that agency to learn about any effects a leave of absence might have.
- **If you hold a graduate assistantship appointment:** You must contact Graduate Assistant Employment and talk with your employer prior to submitting this form to your college.
- **If you are an international student:** You must contact the International Student and Scholar Services office to determine what, if any impact the LOA will have regarding your legal status.
- If you are a student pursuing two graduate degrees in more than one college, you will need to request a leave of absence from each college under the provisions of this policy, and will need to request reinstatement from each college.
- If you are a student pursuing a graduate degree and a first professional degree (e.g., J.D. or M.D. degree), you will need to request a leave of absence from your graduate college under the provisions of this policy and will also need to comply with the leave of absence policy stipulated by the college offering the first professional degree.
- **Reinstatement after LOA:** If you obtain a college-approved LOA in accordance with the [Leave of Absence and Reinstatement from a Leave: Graduate Students \(Twin Cities, Duluth, Rochester\)](#) policy, you are eligible for reinstatement provided you:
 - apply to your college for reinstatement via the [Reinstatement from a Leave: Graduate Students: Twin Cities, Duluth, Rochester](#) form;
 - apply for reinstatement to the same major and degree objective; and
 - are reinstated and enrolled for the term/year identified in the college-approved LOA agreement.

To request this form in an alternative format, please contact the Disability Resource Center at 612-626-1333.