



**LEAVE OF ABSENCE REINSTATEMENT REQUEST – GRADUATE STUDENTS: Twin Cities, Duluth, Rochester****Instructions**

- Confer with your DGS, advisor(s), and college office(s) prior to the expiration of your college-approved LOA to discuss the term/year of your reinstatement, any conditions related to resuming your studies post-LOA, and to obtain their signatures of approval.
- Submit the form to your college office(s).
- Upon college notification of your reinstatement, register for the approved term/year by the University enrollment deadline.

**Important notes**

- **Plan ahead:** Initiate the reinstatement process with your DGS, advisor(s), and college office(s) at least two months prior to the term/year you wish to return from your college-approved LOA.
- If you are a student pursuing two graduate degrees in more than one college, and your leave was approved by both, you will need to request reinstatement from each college.
- **Register:** You must register the term/year for which you are approved by your college for reinstatement. Failure to do so will invalidate your reinstatement; you would then be required to apply for readmission.

**Related information**

- Administrative Policy: [Leave of Absence and Reinstatement from a Leave: Graduate Students\(Twin Cities, Duluth, Rochester\)](#)
- [Graduate programs by college](#)
- Board of Regents Policy: [Student Conduct Code](#)
- [University enrollment deadlines](#)
- [Readmission policies and procedures](#)

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