

UNDERGRADUATE LEAVE OF ABSENCE—Morris

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 more than one semester 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 The Office of the Registrar (your college office).

IMPORTANT NOTES

- **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 may 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 www.morris.umn.edu/registrar/cancel.
- **Address Change:** Keep the University informed of your current mailing address. Update your information online (go to the Personal Information Quick Link at onestop.morris.umn.edu).
- **Returning from a Leave of Absence:** To return after an approved leave of absence, complete a Return from Leave of Absence 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 need to submit transcripts of any coursework taken elsewhere during the leave to the Admissions Office, 180 Welcome Center. You may return before your approved return date by following the same process.

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)		
Address Street		City	State	ZIP code
Phone number (include area code)		Email		
PART 2. Leave of absence information				
Semester leave begins (e.g., fall 2013)		Semester of return (e.g., spring 2014)		Major
Reason for leave of absence (use additional sheet if necessary)				
PART 3. Certification				
Student signature				Date

For college use only	
Adviser/ advising office	Program/degree requirements in effect upon return
Is return conditioned upon availability of space? <input type="checkbox"/> yes <input type="checkbox"/> no	
College approval	Date



To request copies of this form in an alternative format, please call the Disabilities Services liaison for financial aid at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.
OTR007 4/13 Revised for Morris 4/23

