



UNDERGRADUATE LEAVE OF ABSENCE FORM

DIRECTIONS—Before completing this form, be sure to review the administrative policy at <http://z.umn.edu/loapolicy>. Students who plan to leave for one or more semesters should review [Leave of Absence \(LOA\) Rochester](#) and then discuss with their Success Coach whether requesting a leave of absence is appropriate.

Submit this form to your Success Coach.

IMPORTANT NOTES

- **Leave of absence Eligibility and Checklist:** Review the checklist [here](#).
- **Financial aid:** If you have received financial aid, contact your One Stop counselor to learn about your options.
- **Canceling classes:** Completing this form does not cancel class registration. If you are registered for a current or future term, you must drop your classes. Failure to do so will result in billing and assigned grades for that term.
- **Academic status:** Any academic suspension will void an approved LOA.
- **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 <https://onestop.r.umn.edu/forms>.
- **Scholarship(s):** Scholarships are rescinded for student who are granted LOA.

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	
<input type="checkbox"/> Personal/Medical <input type="checkbox"/> Academic <input type="checkbox"/> Family Obligations	<input type="checkbox"/> Financial <input type="checkbox"/> Military Service <input type="checkbox"/> Professional
Required: Student statement as to why LOA is required:	
PART 3. Certification	
Student signature	Date
Success Coach signature	Date

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

