

This cover page includes instructions about where and how to turn in your form. If you are submitting a form that contains personally identifiable information (i.e. name, student ID number, date of birth), we encourage you to **submit the completed form by mail or in person.**

BY MAIL TO:

Office of the Registrar
University of Minnesota Duluth
1049 University Drive
Duluth MN 55812-3011

IN PERSON ON CAMPUS TO:

One Stop Student Services
23 Solon Campus Center

If you choose to submit the completed form by email, for your security we prefer to receive this form via your **UMD email address (xxxxxxx@d.umn.edu).**

To learn more about what might be personally identifiable information, visit studentprivacy.ed.gov.

No need to print this cover page.

DIRECTIONS

- If leaving UMD and you have a plan for return, use the form to request a leave of absence.
- If withdrawing from UMD, follow the withdraw steps.
- Before completing this form, review the academic policy at z.umn.edu/umdlapolicy.
- Discuss with your college advising and academic services staff whether requesting a leave of absence is appropriate.

Submit this form to One Stop Student Services.

BEFORE YOU LEAVE

- **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.
- Monitor your MyU Milestone for notification of final approval.

RETURNING FROM LEAVE

- Submit the [Readmission/Return from Leave of Absence Application](#) directly to your college.

RETURN FORM:

BY MAIL TO:

Office of the Registrar
University of Minnesota Duluth
1049 University Drive
Duluth MN 55812-3011

IN PERSON ON CAMPUS TO:

One Stop Student Services
23 Solon Campus Center

QUESTIONS?

Phone: 218-726-8000
TTY (hearing impaired):
800-627-3529
Email: umdhelp@d.umn.edu

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

STEP 1. Student information (required)			
University ID	Name (last, first, middle)		
Phone number (include area code)	University email		
STEP 2. Leave of absence information (leave cannot exceed 2 years) (required)			
Semester leave begins (term/year)		Anticipated semester of return (term/year)	
Reason for leave of absence			
<input type="checkbox"/> Academic	<input type="checkbox"/> Career	<input type="checkbox"/> Family	<input type="checkbox"/> Financial
<input type="checkbox"/> Medical	<input type="checkbox"/> Military service	<input type="checkbox"/> Other, personal	
STEP 3. Collegiate Advising & Academic Services consultations (required)			
Program space will be available: <input type="checkbox"/> yes <input type="checkbox"/> no		Catalog year degree requirements (upon return) as intended	
Upon return conditions:		(LEP)	MAJOR(S)
		MINOR(s)	
Advising & Academic Services Advisor/Coordinator/Director			Date
STEP 4. Recommended conversations			
<input type="checkbox"/> Academic Program/Faculty		Recommended by _____ Date _____	
Name/Office _____		Met with _____ Date _____	
<input type="checkbox"/> One Stop Student Services		Recommended by _____ Date _____	
Name _____		SSC 23 Met with _____ Date _____	

STEP 5. Student Decision (required)

I have dropped all current/future classes Student Signature _____ Date _____

STEP 6. One Stop Student Services validation (required)

- Current/future classes dropped
- Student signature

Referrals or comments:

One Stop Student Services UMD Signature _____ Date _____

STEP 7. Office of the Registrar

- Milestone updated
- Record updated

UMD Office of the Registrar Signature _____ Date _____

To request this form in an alternative format: 218-726-8000. UMD is an equal opportunity employer and educator.