# University of Minnesota

# Leave of Absence Reinstatement Request: Graduate Students (Twin Cities, Duluth, Rochester)

Route this form to: Sara Eliason, seliason@umn.edu U Wide Form: UM 1759

Rev: April 2019

Graduate students who obtained a college-approved leave of absence (LOA) in accordance with Administrative Policy: <u>Leave of Absence and Reinstatement from a Leave: Graduate Students (Twin Cities, Duluth, Rochester)</u> are eligible for reinstatement if:

- reinstatement is requested for a term/year either prior to, but no later than, the term immediately following the expiration of the leave (excluding summer);
- reinstatement is for the same major and degree objective; and
- no violations of the <u>Student Conduct Code</u> occurred during the LOA that would have been grounds for suspension or expulsion had the violations occurred while the student was enrolled.

Graduate students who did not obtain a college-approved LOA in accordance with University policy prior to interrupting their enrollment (excluding summer) are not eligible for reinstatement. Students must instead apply and be accepted for <u>readmission</u> to re-activate their student status.

#### Please review the information and instructions on the reverse side of this form.

| Last Name                                     |          |       | First Name                         |                                      |             | Middle Name |                  |
|---|----------|-------|------------------------------------|--------------------------------------|-------------|-------------|------------------|
| Street Address                                |          |       | City                               |                                      |             | State       | Zip              |
|   |          |       |                                    |                                      |             |             |                  |
| Major   |          |       | Degree Objective                   |                                      | Student ID# |             |                  |
| UM e-mail Address                             |          |       |                                    | Daytime Phone No                     | umber       |             |                  |
| @umn.edu                                      |          |       |                                    |                                      |             |             |                  |
| College-approved LOA Began                    |          |       | And Expires                        |                                      |             |             |                  |
| (term/year)                                   |          |       | (term/year)                        |                                      |             |             |                  |
| Reinstatement Requested for:                  |          |       |                                    |                                      |             |             |                  |
| (term/year)                                   |          |       |                                    |                                      |             |             |                  |
|   |          | Date  |                                    | o-Advisor's signature (i             | if annlicah | ale)        | Date             |
| Advisor's signature                           |          | Date  |                                    | -Advisor's signature (ii applicable) |             |             | Date             |
| DGS's signature                               |          | Date  | Additional DGS's signature (if app |                                      | ure (if app | licable)    | Date             |
| For college use only:  Approve Do not approve |          |       |                                    |                                      |             |             |                  |
| Signature                                     |          |       |                                    |                                      |             | Date        |                  |
| COMMENTS:                                     |          |       |                                    |                                      |             |             |                  |
| For office use only:                          |          |       |                                    |                                      |             |             |                  |
| Service indicator:                            | Term/Yr: | Progr | am:                                | Plan:                                | Sub plan:   |             | Term activation: |

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#### LEAVE OF ABSENCE REINSTATEMENT REQUEST - GRADUATE STUDENTS: Twin Cities, Duluth, Rochester

### Instructions

- Confer with your DGS, advisor(s), and <u>college office(s)</u> 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 <u>University enrollment</u> 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: <u>Leave of Absence and Reinstatement from a Leave: Graduate Students(Twin Cities, Duluth, Rochester)</u>
- · Graduate programs by college
- Board of Regents Policy: Student Conduct Code
- University enrollment deadlines
- Readmission policies and procedures

To request this form in an alternative format, please contact the Disability Resource Center at 612-626-1333. The University of Minnesota is an equal opportunity educator and employer