# Leave of Absence Reinstatement Request:

# Graduate Students (Twin Cities, Duluth, Rochester)

*Graduate students who obtained a college-approved leave of absence (LOA) in accordance with Administrative Policy: Leave of Absence and Reinstatement from a Leave: Graduate Students (Twin Cities, Duluth, Rochester) 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 Student Conduct Code 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 readmission 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     @umn.edu | Daytime Phone Number      |
| College-approved LOA Began       (term/year) | And Expires       (term/year) |
| Reinstatement Requested for:       (term/year) |

Student’s Signature Date

Advisor’s signature Date Co-Advisor’s signature (if applicable) Date

DGS’s signature Date Additional DGS’s signature (if applicable) Date

**­­­For college use only:**

**\_\_\_ Approve \_\_\_ Do not approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature Date**

**COMMENTS:**

**For office use only:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service indicator:** | **Term/Yr:** | **Program:** | **Plan:** | **Sub plan:** | **Term activation:** |

**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*)](https://policy.umn.edu/education/gradstudentleave)
* [Graduate programs by college](http://www.grad.umn.edu/transition/programs/)
* Board of Regents Policy:[*Student Conduct Code*](http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html)
* [University enrollment deadlines](http://onestop.umn.edu/calendars/index.html)
* [Readmission policies and procedures](http://www.grad.umn.edu/current_students/registration/readmission.html)

To request this form in an alternative format, please contact the Disability Services Liaison at 612-625-9578. The University of Minnesota is an equal opportunity educator and employer