

## 1.3 Leave of Absence/Withdrawal from the College (From Macalester Student Handbook)

A student may request a leave of absence for a future semester or for a semester in progress. The Dean of Students may grant a leave of absence for a duration of up to two consecutive semesters. A leave of absence may be extended beyond two consecutive semesters with the approval of the Office of Student Affairs. If the student does not apply for an extension, by completing the Macalester Request to Extend a Leave of Absence, prior to the end of the add/drop period associated with the anticipated return semester, the student will be considered withdrawn from the College and must apply for readmission to the College to return.

Although it is preferred that new students complete their first term and be in good academic standing when requesting a leave of absence, all requests received will be reviewed and considered, based on individual circumstances. Questions about the leave of absence request and process should be addressed to the Office of Student Affairs at [studentaffairs@macalester.edu](mailto:studentaffairs@macalester.edu).

International students are generally not allowed to take a leave of absence and remain in the U.S. during the semesters of the academic year according to VISA regulations. If an international student is considering taking a leave of absence, we strongly encourage the student to contact the International Student Programs Office for further clarification of their status and process for re-entry to the U.S., as well as for regulations and special exceptions for the leave of absence.

### Requesting a Leave of Absence

To request a leave of absence for a future semester, students should submit a [Macalester Request for Leave of Absence](#) to the Office of Student Affairs prior to the first day of class for the term in question.

To request a leave of absence for a semester in progress, students should complete the [Macalester Request for Leave of Absence](#).

Students who request a leave of absence for a semester in progress may be required to remain on leave for the following semester.

Students are typically not permitted to take a leave of absence for a semester in progress after the last day of class for the semester.

Any student who wishes to leave Macalester for the purpose of entering military service or fulfilling mandatory religious obligations shall be granted a leave of absence by the Dean of Students.

## Extending a Leave of Absence

A leave of absence may be extended beyond two consecutive semesters with the approval of the Dean of Students. If the student does not apply for an extension by completing the [Macalester Request to Extend a Leave of Absence](#), prior to the first day of classes associated with the initially anticipated return semester, the student will be considered withdrawn from the College and must apply for readmission to the College to return.

## Returning from a Leave of Absence

Prior to returning from leave of absence, the student will receive communication from the Registrar's office with information regarding registration for classes for the anticipated semester they plan to return from their leave of absence. The Division of Student Affairs may send communication as a reminder to the student, encouraging them to connect with the Registrar's office, Residential Life (if on-campus housing and a meal plan are desired) and Financial Aid (if applicable) regarding their return from leave of absence, as well as the Student Accounts office to make arrangements for tuition payment. There is no form to complete to return from a leave of absence.

Students who do not return from a leave of absence by the anticipated return semester or approved extension will be withdrawn from the College. Once withdrawn from the College, a student must apply for readmission to the College to return.

Students who are on leave of absence may not:

1. Participate in any student activity fee supported activity, intramurals, club or intercollegiate activities, forensics or performance activities, physical education activity courses, College sponsored volunteer activities or any activity in which they are representing the College.
2. Use art, computing or science facilities.
3. Use medical or counseling services at the Hamre Center for Health and Wellness.
4. Live in College housing.
5. Have a campus mailbox.
6. Be employed in a student employment position. Questions regarding student employment should be directed to [studentemployment@macalester.edu](mailto:studentemployment@macalester.edu).

Students on a leave of absence may use the Library, MAX Center, Career Exploration and academic advising.

Email accounts for students on leave of absence will remain active.

## Withdrawal from the College

Students who decide not to return to the College (i.e. transfer to another institution) should submit a [Macalester Request to Withdraw from the College](#) for review and approval of the

Dean of Students. Once withdrawn from the college, a student must apply for readmission to the College to return. Questions about withdrawing from the College should be addressed to Student Affairs at [studentaffairs@macalester.edu](mailto:studentaffairs@macalester.edu).

Students who do not return from a leave of absence by the anticipated return semester or approved extension (See Section 3.11) will be withdrawn from the College. Once withdrawn from the College, a student must apply for readmission to the College to return.

Readmission forms are available from the Registrar's Office. The college is not obliged to approve student readmissions.