

LEAVE OF ABSENCE FORM

First Name _____ Last Name _____ Phone Number _____
Street Address while on leave _____ Student ID _____
City _____ State _____ Zip _____ Email _____
Leave Start Date: Fall Spring _____ Year _____ (Please select year using drop down menu)
Anticipated Return: Fall Spring Summer Year _____ (Please select year using drop down menu)

Complete both pages and return in PDF format to the Office of Student Affairs. An appointment with the AVP for Student Affairs and Dean of Students is NOT required. If you would like to meet, please email studentaffairs@macalester.edu.

Have you spoken with your advisor about your plans? _____ Advisor (no signature required) _____

If you are currently living on campus or went through room draw you must get the signature of Residential Life.

Residential Life (if living on campus or participated in Room Draw) _____ Date _____

All accounts must be cleared before your request for a leave can be submitted. Please obtain the signature from the Student Accounts Office.

Student Accounts _____ Date _____

Perkins, Institutional, MCISL Loan Coordinator (Student Accounts Office) (all applicants) _____ Date _____

If you are currently receiving financial aid or will be applying for financial aid upon your return, please obtain signature of a Financial Aid officer.

Financial Aid Representative (if receiving financial aid) _____ Date _____

Please read all the information and policies concerning your leave on the reverse side of this form and sign below indicating that you have read it.

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY

FILING DATE: Application for a leave must be made no later than the 10th day of the current term. Students wishing to apply for a leave after this deadline may petition through the AVP for Student Affairs and Dean of Students. Documentation indicating a situation that affects the student's ability to be successful in the current term must be provided.

First year students leaving in their first term at Macalester are not eligible to return before the following Fall. The Admissions Office must be notified by March 1 for a return the following Fall term.

Action:
Approved Last Date of Academic Activity _____ Effective Leave Date _____

AVP for Student Affairs and Dean of Students Signature _____ Date _____ Email Deactivation Date N/A

Reason for Leave (check those that apply):

Medical Financial Mental Health Family Issues Other

Details for Leave of Absence Request:

POLICIES:

Students on leave of absence MAY use the Library, MAX Center, Career Exploration and faculty advising. Student email while on Leave of Absence will remain active.

Students on Leave of Absence **MAY NOT**:

1. Participate in activity fee supported activities, intramurals, club or inter-collegiate 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 facilities in art, computer or science labs.
3. Be employed in a student employment position. Question, please contact studentemployment@macalester.edu.
4. Use the medical/counseling services of the Laurie Hamre Center for Health and Wellness.
5. Live in College housing
6. Have a campus mailbox.

The Dean of Students may grant a Leave for up to one year. A student on a Leave should contact the Registrar's office if they have not received registration materials by mid-April for Fall and mid-November for Spring. Residential Life should also be notified if the student plans to return to campus housing.

Extension. A Leave may be extended with the permission of the AVP for Student Affairs and Dean of Students. If a student does not formally request an extension and does not return at the time specified initially, that student will be permanently withdrawn and must apply for readmission to the College when they wish to return.

Financial Aid. Relative to eligibility for future financial aid, the student on Leave is not penalized. The deadlines for financial aid application are the same for both enrolled students and students on Leave. Appropriate financial aid information should be filed in a timely manner.

Incompletes. Leave status has no effect on deadlines for incompletes.

Registration. Leave status automatically cancels registration for the current term if the effective date of the Leave occurs during that term. Please contact the Registrar's office for more information regarding registration.

Policies regarding a Leave of Absence from Macalester College are outlined in further detail in the Student Handbook:

<https://www.macalester.edu/documents/studenthandbook/03academicpolicies/03-11leaveofabsence.html>

Please submit your completed form in PDF format to
Studentaffairs@macalester.edu