

LEAVE OF ABSENCE FORM

Name _____ Phone Number _____

Address while on leave _____ Student ID _____

Email _____**Leave Start Date:** Fall _____ Spring _____ Year 20 _____**Anticipated Return Date:** Fall _____ Spring _____ Term 20 _____

Complete both sides of this form and return to the Office of Student Affairs. An appointment with the 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 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 student 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 _____ Refund _____ Last Date of Academic Activity _____ Effective Leave Date _____

Dean of Students Signature Date _____ Email Deactivation Date _____

Reason for leave (check one):

Medical _____ Financial _____ Mental Health _____
Family Issues _____ Transfer _____ Name of intended institution _____
Other _____

Details for Leave Request:

POLICIES:

Students on leave may use the Library, MAX Center, Career Development Center and faculty advising.

Student on leave may not:

- 1. Participate in activity fee supported activities, 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 facilities in art, computer or science labs.**
- 3. Email accounts are typically made inactive when students take a leave of absence and enroll as a degree-seeking student at another institution. In cases where students are taking a leave for medical or other reasons, and intend to return within one semester, email accounts will be left active. If the account is to be deactivated, it is typically done within thirty (30) days of the processing of this form (or on 6/15 after the spring term and 1/15 after the fall term). Contents of a student's inbox can be transferred to an alternative address arranged by the student. Students must contact the IT department for further details.**
- 4. Use the medical/counseling services of the Health and Wellness Center.**
- 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 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 on registration.

Policies regarding a leave from Macalester College are outlined in further detail in the [Student Handbook](http://macalester.edu/studentaffairs/studenthandbook/03academicpolicies/03-11leaveofabsence.html) macalester.edu/studentaffairs/studenthandbook/03academicpolicies/03-11leaveofabsence.html

PLEASE RETURN THIS COMPLETED FORM TO THE OFFICE OF STUDENT AFFAIRS (119 WEYERHAEUSER)