

# PROCESS FOR REQUESTING A LEAVE OF ABSENCE (LOA), MEDICAL LEAVE OF ABSENCE (MLOA), OR MILITARY LEAVE

Planning to take a leave (personal, medical, or military)?



Learn about the leave processes visit the [Dean of Students website](#) and or meet with Assistant Dean of Students (507-222-4075)



## Consult with

- Your academic advisor
- Your Class Dean
- Student Financial Services
- Advisor to International Students (PDSO)



## Decide to take a:

- leave of absence (**LOA**) also known as a personal leave,
- medical leave of absence (**MLOA**),
- or military leave



Fill out form [Leave of Absence/Withdrawal Request Form](#) and submit



Set up an appointment to meet with Assistant Dean to discuss leave process and return process



## LOA, MLOA, or military request is processed

- Need to know offices and academic advisors are informed
- Student receives a confirmation email
- Leave letters are sent to permanent address



Offices may communicate with you to arrange a pre-departure meeting or gather additional information such as Residential Life, Student Financial Services etc.



Ready to return? Follow the **Process for Returning** from a [Leave/Withdrawal](#) and follow the appropriate deadlines: fall- August 1, winter-December 1, spring - February 20

Students on a leave need to be cleared by the Dean of Students Office to return to campus