



# COLLEGE OF PHARMACY

UNIVERSITY OF MINNESOTA

Driven to Discover<sup>SM</sup>

## LEAVE OF ABSENCE PROCEDURE

Students may request a Leave of Absence for personal, family or medical reasons. Students requesting a leave due to significant medical (physical or mental health), or disability condition are encouraged to contact Disability Resources (Duluth: [www.d.umn.edu/disability-resources](http://www.d.umn.edu/disability-resources) or Twin Cities: <https://disability.umn.edu>) for additional support. To request a medical leave, please submit the completed U of M Medical Supplement form ([onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr174\\_umn\\_medical\\_supplement.pdf](http://onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr174_umn_medical_supplement.pdf)) to provide medical documentation to the Director of Student Services. All medical documentation relevant to a disability should be processed through Disability Resources.

1. Please attach a letter when submitting this form that articulates the specific circumstances surrounding the need for the leave of absence and your plan to resolve these circumstances before returning. You may be required to provide supporting documents to further support or explain the justification for a leave of absence.
2. The request will be reviewed and a decision rendered as soon as possible. You will be responsible for communicating with your college advisor at agreed on times during a leave of absence to discuss progress toward returning to full time status.
3. When initiating a leave of absence, you are responsible for the following (your advisor can assist you with securing proper forms and procedures):
  - a. Withdrawing from your courses – note that withdrawing from any course after the course's drop deadline (typically two weeks into the semester) will result in a "W" grade for the course dropped. If the leave is requested after the course withdrawal deadline (typically 11 weeks into the semester), you have three options:
    - i. Work with course faculty to secure incomplete grades and make up the coursework after returning from the leave
    - ii. Accept the current grades you have earned
    - iii. Petition the chair of the Academic Standing Committee & Associate Dean of Professional Education to withdraw from your courses. Withdrawal will not be allowed if poor academic performance (eg. grade below C-) is the sole factor leading to the request; there must be extenuating non-academic circumstances justifying late withdrawal. The college can consult your faculty regarding your performance and also request additional information or documentation regarding your request.
  - b. Notifying the Office of Experiential Education to discuss arrangements for upcoming IPPEs/APPEs
  - c. Ascertaining impact on financial aid and potential repayment
  - d. Filing for a Tuition Refund: <https://onestop.umn.edu/finances/tuition-refunds> (if applicable)
  - e. Submitting a Disability claim: <https://shb.umn.edu/students-and-scholars/ahc-disability>

In most circumstances the college will outline steps for you to take during your leave to ensure a successful return to the program. This can include requiring a letter from a health professional to confirm your readiness to return to the program after a leave. You will be notified by the Director of Student Services at the time your leave is granted if you'll be required to furnish a "readiness to return" letter or any other course of action as terms of your leave.

-----

I am requesting a leave of absence from the College of Pharmacy from \_\_\_\_\_(date) to \_\_\_\_\_(date).  
 I understand that if I do not return by the date listed above, meet requirements of the terms of my leave (if applicable), and/or apply for an extension of this leave of absence, I forfeit my status as a student in the College of Pharmacy. I certify that I have read and understand the contents of this form.

Student's name (print): \_\_\_\_\_  
 Student's signature \_\_\_\_\_ date: \_\_\_\_\_

-----

I approve this request for a leave of absence from the University of Minnesota College of Pharmacy.  
 Associate Dean \_\_\_\_\_ date: \_\_\_\_\_

Director of Student Services \_\_\_\_\_ date: \_\_\_\_\_