

GRADUATE READMISSION OR LEAVE OF ABSENCE

Name _____ Date _____ Phone # _____
 Street _____ Student ID _____
 City, State, Zip _____ E-Mail: _____

- Use this form if you are **currently** admitted to the School of Graduate Studies in a degree or certificate program, or if you are a non-degree student who is unable to register because of a break in enrollment. Fall and spring semester is considered a break in enrollment, summer semester is not.
- Use this form if you are planning to take a leave of absence.
- Readmit or Leave of Absence requests will be reviewed by the Graduate Director of your program & the School of Graduate Studies Dean.
- If your Leave of Absence has been approved, you do **NOT** need to fill out a Readmit form when you plan to return.
- Obtain **Departmental approval** prior to submitting this form to the School of Graduate Studies - *Signatures are required below.*
- When this form is processed and approved, you will be notified by e-mail that you can register.

Check one: **READMIT** or **LEAVE OF ABSENCE**

What term do you plan to register at UND: Summer Spring Fall Year: _____

My last enrollment term at UND was: Summer Spring Fall Year: _____

I request a **Leave of Absence** for the following dates: from _____ to _____

NOTE: *If your term to return changes at a later date, please file another LOA form.*

- I am admitted to the following **degree program** (please specify program): _____
- I am admitted to the following **certificate program** (please specify program): _____
- I am a graduate **non-degree** student.
- I am an **International Student** – Please contact the International Center to update your I-20.

List any Universities that you attended or plan to attend during your break in enrollment. *You may be required to submit transcripts if your department requests them.*

- If you have changed your residency since your last enrollment, please contact Student Account Services.
- If you have been called to military active duty, please notify the UND Veterans Office.
- **NOTE: Completing this form does not drop you from classes – it is your responsibility to drop them.**
Dropping classes *before* the deadline can be done on-line unless it is your last class. If you drop your last class before the deadline, you need to complete the **Withdrawal Form** – this form is available on the **Registrar's Office** website.
Dropping classes *after* the deadline, you need to complete an **Administrative Procedures Petition**. This form is available on the Registrar's Office or the School of Graduate Studies website.

 Graduate Director or Department Chair Date Recommended Not Recommended
 Printed Name: Comments:

 School of Graduate Studies Dean Date Approved Not Approved

FOR OFFICE USE ONLY – Readmit Term: Fall _____ spring _____ summer _____
 Copies: Department _____ International Center _____

SAFETY AND SECURITY Student ID# _____

For the safety and security of the UND community, all students making application to the University of North Dakota **MUST ANSWER ALL OF THE FOLLOWING QUESTIONS**. An affirmative response to any of these questions will not automatically prevent admission, but you will be asked by the university to provide additional information. The information will be reviewed by a campus committee for possible effects on campus safety. Any falsification or omission of the data may result in denial of admission, revocation of admission, dismissal or other appropriate sanctions.

1. Have you ever pled guilty (or no contest) to or been convicted of any felony?

Yes No (If yes, please indicate ALL states, cities, counties and dates of convictions. Attach an additional sheet if necessary.)

State:	City:	County:	Date:
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2. Within the past 10 years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court? ("Crime of violence" means as offense in which physical force was used, attempted or threatened against the person or property of another or by the nature of the offense it involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including sexual assault or domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment.

Yes No (If yes, please indicate ALL states, cities, counties and dates of convictions. Attach an additional sheet if necessary.)

State:	City:	County:	Date:
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3. Are you currently required to register as a sex offender in any state?

Yes No (If yes, please indicate ALL states, cities, counties and dates of convictions. Attach an additional sheet if necessary.)

State:	City:	County:	Date:
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4. Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years ("Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspended for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.)

Yes No (If yes, please indicate ALL states, cities, countries and dates of convictions. Attached additional sheet if necessary)

State:	City:	County:	Date:
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*If you answered yes to any of the above, please write a personal narrative below (or attach an additional sheet if necessary) explaining the nature of the offenses(s) and surrounding circumstances. A yes answer to any of the above questions may require additional documentation which must be received 30 days prior to the term for which you are seeking admission.

Go to <http://www.ndus.nodak.edu/uploads/ndus-policies/P511.pdf> to view the list of NDUS academic programs which require further criminal history background checks. These may include nationwide FBI criminal history background checks or a criminal history background check which may be a North Dakota BCI check, nationwide check or check of another state or multiple jurisdictions.

REQUIRED SIGNATURE

I understand the information presented on this form will be used in evaluation of my application for admission to UND. I certify that all statements are complete and true as of this date. If this information changes, I will notify the Office of Admission of the changes and understand that my admission status will be reevaluated at that time.

Signature of Student: _____ Date: _____

Name of Student (Please Print) _____ Date: _____