



UNIVERSITY OF MISSOURI-KANSAS CITY

Leave of Absence Extension

OFFICE OF REGISTRATION & RECORDS

Please refer to the leave of absence policy in the UMKC Catalog for further information regarding this process.

Deadline for requesting an Extension – Students must submit a Leave of Absence Extension no later than 4 weeks into the first semester in which they are requesting the extension.

Extension duration – A leave of absence extension can be granted for a maximum of two semesters (e.g. Fall and Spring or Spring and Fall); **an extension cannot extend more than one year beyond the original end date of a student’s leave of absence.** A student does not need to submit an extension for the summer semester. Students who do not return by the date noted on their approved leave of absence form and who are not granted an approved extension will be discontinued and required to reapply for admission to UMKC.

Eligibility requirements for requesting an extension:

1. Be a degree seeking student
2. Be eligible to enroll in classes
3. Currently be on an approved leave of absence.

STEP 1: Student information

Name _____ Date submitted _____

Student ID number _____

Requested extension duration (maximum of 2 semesters)

Extension Begins: Term _____ Year _____ **Student Returns:** Term _____ Year _____

Student level

- _____ Undergraduate
- _____ Graduate: iPhD Other _____ *See your graduate program handbook for specific guidelines.*
- _____ Professional: Dentistry, Law, Medicine, Pharmacy

Academic unit

The following academic units have specific policies and procedures for student leaves of absence. Please refer to your program handbook.

- _____ College of Arts & Sciences
- _____ University College
- _____ Conservatory
- _____ School of Biological and Chemical Sciences
- _____ Bloch School of Business and Public Administration
- _____ School of Computing and Engineering
- _____ School of Education
- _____ School of Nursing & Health Studies—BHS only
- _____ School of Nursing & Health Studies—Nursing
- _____ School of Graduate Studies – IPh.D
- _____ School of Dentistry
- _____ School of Law
- _____ School of Pharmacy
- _____ School of Medicine

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STEP 2: Check Yes or No for each situation listed. If any boxes are checked Yes, you MUST meet with the appropriate office and obtain their signature.

Are you an International Student with an F1 or J1 visa? Yes No

If yes, then meet with the International Student Affairs Advising office.

International Student

Affairs advising signature _____ Date _____

Are you receiving financial aid or scholarships? Yes No

If yes, then meet with a coordinator in the Financial Aid & Scholarships Office or UMKC Central.

Office Designee

signature _____ Date _____

Are you a veteran receiving veterans' educational benefits? Yes No

If yes, then meet with the veterans' service coordinator in the Student Veteran Support Services office.

Veterans' services

coordinator signature _____ Date _____

Do you have a balance due on your student account? Yes No

If yes, then meet with the Cashiers Office or UMKC Central to review your account and set up a payment plan.

Office Designee

signature _____ Date _____

STEP 3: Academic unit approval and required signatures

Student signature _____ Date _____

Academic unit

representative signature _____ Date _____

APPEAL: If a student is denied a leave of absence extension, an appeal can be made per the policy in the UMKC Catalog. Please refer to <https://catalog.umkc.edu/undergraduate-academic-regulations-information/leave-of-absence-policy/>.

Registration & Records Office use only

Approved Denied: reason for denial _____

Length of Extension approved (maximum of 2 semesters) _____

Term in which student is expected to return _____

Processed by _____ Date _____

- Notify student of approval or denial via UMKC email. If the request was sent to us via the academic unit, copy the person who sent the request.
- Process leave request and put note in Pathway regarding the term the leave was approved; delete term activation for the current semester and any future semesters.
- Scan form and documentation into the K REC ACADEMIC drawer in ImageNow with and use Graduation Supporting Docs as the document type.