



Request for Leave of Absence

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

Deadline for requesting a leave of absence – If the student has not been attending classes, the deadline is no later than the fourth week of the current semester. Students who need to apply for a leave of absence during a semester which they have been attending will have until the last week of classes for the current term in accordance with the academic calendar.

Fee refund schedule – Students who request a leave of absence in the middle of a term are subject to the established fee refund schedule. Students who wish to petition for an exception to the refund policy will need to attach the [form](#) to their leave of absence request. Students should follow the normal procedures for withdrawing from classes.

Leave of absence duration – A leave of absence will be granted for a maximum of two semesters (e.g. Fall and Spring or Spring and Fall). A student does not need to submit a leave of absence for the summer semester. A student can request an extension for their leave of absence; however, the extension cannot extend more than one year beyond the original date requested. 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 a leave of absence:

1. Be a degree seeking student
2. Have dropped all classes for the current term.
3. Be eligible to enroll and be in academic good standing, on probation, or on continuing probation with your academic unit
4. Have submitted all outstanding high school or transfer transcripts if conditional admission was granted for the student to enroll for the previous semester.
5. Provide a personal statement and official documentation for why a leave of absence is being requested

STEP 1: Student information

Name _____ Date submitted _____

Student ID number _____

Requested leave of absence duration (maximum of 2 semesters)

Leave 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

- 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

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

- School of Nursing & Health Studies—Nursing
- School of Graduate Studies – IPh.D
- School of Dentistry
- School of Law
- School of Pharmacy
- School of Medicine

Continue to page 2.

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 Cashiers & Collections Office or UMKC Central to review your account and set up a payment plan.

Office Designee

signature _____ Date _____

You may also consider meeting with the following offices to discuss issues related to the services that they provide.

- Residential Life
- Campus Dining
- Parking
- Campus Health & Counseling Services

STEP 3: Withdraw from classes for approved terms

If you are enrolled in the current term, and want your leave of absence to begin immediately, please follow the appropriate procedures to drop or withdraw from all of your classes. Students who request a leave of absence in the middle of a term are subject to the established withdrawal deadlines. Also, update your mailing address and contact information in Pathway if necessary.

I have withdrawn from my classes for this semester

I did not enroll in classes for this semester

STEP 4: Personal Statement. Please provide a brief statement as to why a Leave of Absence is being requested. Please attach any additional pages or supporting documentation as necessary.

Continue to page 3.

STEP 5: Academic unit approval and required signatures.

Student signature _____ Date _____

Academic unit
representative signature _____ Date _____

APPEAL: If a student is denied a leave of absence, 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 leave 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.