



Return from Leave of Absence

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

Steps for returning from a Leave of Absence:

1. Be physically, mentally and emotionally ready to return to school.
2. Be eligible to register for the term in which you plan to return (no financial, academic or disciplinary holds).
3. Meet all financial aid requirements as outlined by the Financial Aid & Scholarships Office for the academic year in which you plan to return.

Deadline for requesting a return from leave of absence:

No later than 30 days prior to the first class date of the semester in which the student plans to enroll.

STEP 1: Student information

Name _____ Date submitted _____

Student ID number _____

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

Planned return from leave of absence:

Term: Fall Year: _____
 Spring
 Summer

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

Office Designee

signature _____ Date _____

Do you have any disciplinary holds on your student record? Yes No

If yes, then meet with the Office of Student Affairs.

Office Designee

signature _____ Date _____

STEP 3: Academic unit approval and required signatures

Student signature _____ Date _____

Academic unit

representative signature _____ Date _____

STEP 4: Submit Form

Return this form to the Office of Registration & Records via email to degreeinfo@umkc.edu.

Registration & Records Office use only

Approved Denied: reason for denial _____

Term in which student is 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 return from leave request; add term activation for the semester the student is returning and, if necessary, add an enrollment appointment time.
- Scan form and documentation into the K REC ACADEMIC drawer in ImageNow with and use Graduation Supporting Docs as the document type.