



# 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 the Cashiers 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](mailto:degreeinfo@umkc.edu).

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**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.