



Request for Leave of Absence

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

Eligibility requirements for requesting a leave of absence:

1. Be a degree seeking student
2. Be registered and enrolled in 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

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.

Deadline for requesting a leave of absence – No later than the fourth week of the first semester of non-attendance

Leave of absence duration – A leave of absence will be granted for a maximum of two semesters (e.g. Fall and Spring or Summer and Fall). A student can request an extension for his or her leave of absence; however, the request for an 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 required to reapply for admission to UMKC through the Office of Admissions.

STEP 1: Student information

Name _____ Date submitted _____

Student ID number _____

Attach your personal statement and documentation of why you are requesting a leave of absence to this form.

Requested leave of absence duration (maximum of 2 semesters)

From: Term _____ Year _____ **To:** Term _____ Year _____

Student level

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

Academic unit (Undergraduate and Graduate)

- College of Arts & Sciences
- Conservatory of Music & Dance
- School of Biological Sciences
- Bloch School of Business and Public Administration
- School of Computing and Engineering
- School of Education

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

- School of Graduate Studies
- School of Nursing

Academic unit (Professional)

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

- School of Dentistry
- School of Law
- School of Pharmacy
- School of Medicine

STEP 2: Meet with the appropriate offices listed below as applicable to your situation.

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.

Financial Aid & Scholarships

Office signature _____ Date _____

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

If yes, then meet with the veterans' service coordinator in the Registration & Records Office.

Veterans' services

coordinator signature _____ Date _____

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

If yes, then meet with the Cashier's Office to review your account and set up a payment plan.

Cashier's

Office 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: Academic unit approval and required signatures

Student signature _____ Date _____

Academic unit

representative signature _____ Date _____

STEP 4: 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.

STEP 5: Submission of approved form by the academic unit

This form and related paperwork will be submitted to the Registration & Records Office by the approving advisor or body in the academic unit.

For students in the School of Medicine, please also attach the completed change of status form.

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 www.umkc.edu/catalog/Policies_and_Procedures.html.

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.
- Process leave request and note expected return date in Pathway; set student to detached status in Pathway for the length of the leave of absence.
- Notify academic unit of student's approved leave of absence and expected return date.
- Scan form and documentation into the K REC SECURE drawer in ImageNow.