Eligibility requirements for requesting a return 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 (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

Requested return from leave of absence:

Term:  ❑ Fall  Year: _______
      ❑ Spring
      ❑ Summer

Continue with the signatures on the back of this page.
STEP 2: Meet with the appropriate offices listed below as applicable to your situation.

Were you receiving financial aid or scholarships at the time your leave of absence began?  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 or a hold preventing registration?  Yes  No
If yes, then meet with the Cashier’s Office to review your account and registration requirements.

- Cashier’s Office
  signature ___________________________  Date _________________________

STEP 3: Required signatures

- Student signature ___________________________  Date _________________________
- Academic unit representative signature ___________________________  Date _________________________

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 _________________________

STEP 4: Submission of approved form by the academic unit

This form 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.

Office use only

Student Affairs representative
Are there other outstanding issues to be addressed by the student before a return from leave of absence can be approved?
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Registration & Records Office
  Approved
  Denied: reason for denial ________________________________________________________________

Term of student return ___________________________  Date _________________________

Processed by ___________________________  Date _________________________

- Notify student of approval or denial.
- Process return request and note return date in Pathway.
- Notify academic unit of student’s approved return date.
- Scan form into the K REC SECURE drawer in ImageNow.