

# SoNHS LOA

## SoNHS Leave of Absence Process

In order to request a Leave of Absence, students must fill out two forms.

- 1) The University form that can be accessed by clicking the following link: [UMKC Leave of Absence Request Form](#)
- 2) The SoNHS form that can be accessed by clicking the following link. [SoNHS Leave of Absence Request Form](#)
- 3) Once both forms have been completed, assigned academic advisor and the Program Director will get an alert for approval.
- 4) When the Program Director approves, the advisor will send the final submission for process.
- 5) Students will receive an email from the Registrar's Office once the LOA is processed.

**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.

**If your request is approved you will be withdrawn from all classes in during the requested semesters automatically.**

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

- Residential Life

Actions

Submit

Save

Discard

**School of Nursing & Health Studies (SoNHS) - Leave of Absence Form**

Please refer to the Leave of Absence Policy in the SoNHS Policy and Procedure manual: <https://www.umkc.edu/so-nhs/content/view/full/2013/04>

In addition to this form, students must also complete the UMKC Request for Leave of Absence form and attach: [https://www.umkc.edu/registrar/forms/leave\\_of\\_absence\\_request.pdf](https://www.umkc.edu/registrar/forms/leave_of_absence_request.pdf)

**Deadline for Requesting a Leave of Absence:**  
On or before (no later than) the third 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). A student can request an extension for two or her leave of absence; however, the request for an extension cannot extend more than one year beyond the original date requested. Students who granted an approved extension will be required to reapply for admission to UMKC through the Office of Admissions.

Student Name (Last, First) \*

Student ID \*

Today's Date \*

Current Address W/Street, City, State, Zip \*

Email \*

Preferred Phone # \*

Current Program \*

\*If Post-Graduate Certificate: please write in NP focus.