UNDERGRADUATE PROGRAM PETITION
PETITION for LEAVE of ABSENCE / CHANGE of PROGRAM / EXCEPTION
(Please get all appropriate signatures)

_____ _____ _____
STUDENT NAME STUDENT ID # DATE

_____
CURRENT ADDRESS W/ STREET, CITY, STATE, ZIP

_____ _____ _____
UMKC E-MAIL HOME PHONE WORK PHONE

CURRENT PROGRAM:

- ❑ Pre-Nursing
- ❑ BSN-AT Class of _____
- ❑ BSN-PL Class of _____
- ❑ RN-BSN
- ❑ BHS

☐ **LEAVE OF ABSENCE (LOA)**

Semester (s) requesting leave _____ Will Return _____
Will this LOA be between any clinical courses ? **Yes** **No** If yes which ones? _____
When you return, # of courses you plan to take per semester? _____ Plan to attend Summer? _____

Reason for LOA (Use other side or attach additional sheet if necessary):

☐ Leave of Absence Considerations

- o If you are currently receiving Financial Aid, have you met with that office and discussed ramifications for said leave?
- o Are you all paid up at the Cashiers Office? If you are taking a leave, be sure you are not enrolled for that semester and that you do not owe any money.
- o If you are an International student, have you met with that office and discussed ramifications for taking a leave.

Note (Nursing Students Only): Are you aware that this change in your plan of study will result in a postponement of clinical courses and that future clinical placement will be on a space available basis. ____***Yes*** ___ ***No***

☐ **EXCEPTION (Check appropriate below)**

_____ Program of study _____ Course acceptance
_____ Course Pre-requisites _____ Other

Briefly explain your request for this exception and why it should be considered (use other side or attached sheet with your name on it):

PLEASE SUBMIT WITH REQUIRED SIGNATURES OR ATTACH E-MAIL OF APPROVAL FROM APPROPRIATE PERSON

_____ _____
Student Signature Program Director Signature of Approval

_____ _____
Date Petition Signed by Student Date of Advisor Approval

_____ _____
Date Reviewed by Student Affairs Committee Date Letter Sent to Student

This request will be reviewed at the next Student Affairs Committee meeting and a final decision will be mailed to you.
8/03; revised 3/6/14