



UNIVERSITY OF MISSOURI-KANSAS CITY

Return from Leave of Absence

OFFICE OF REGISTRATION & RECORDS

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

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 ☐ Spring ☐ Summer Year: _____

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 _____

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.