

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:
https://www.umkc.edu/registrar/forms-resources/student-resources/leave-of-absence_updated-august-2023.pdf
- 2) The SoNHS form that can be accessed by clicking the following link.
<https://app.smartsheet.com/b/form/1c4f262d9c994e11a535dc1c67702854>
 - a. Students must upload the University LOA to the SoNHS form, which will submit to assigned academic advisor.
- 3) Assigned Academic advisor will then work with the Program Director to obtain necessary permissions, and send to Records & Registration for final processing.
- 4) Students will receive an email from Records & Registration once the LOA is processed.

Please note:

Students are responsible for obtaining physical signature if International student, receiving financial aid, VA benefits, or have a balance due on the account from appropriate departments on the University form prior to upload and processing.

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

Please refer to the Leave of Absence Policy in the Student Policy and Procedure manual: https://www.umkc.edu/registrar/forms-resources/student-resources/leave-of-absence_updated-august-2023.pdf

In addition to this form, students must also complete the UMHC Request for Leave of Absence form and attach https://www.umkc.edu/registrar/forms-resources/student-resources/leave-of-absence_updated-august-2023.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 cannot request an extension for two or more semesters. 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 UMHC through the Office of Admissions.

Student Name (Last, First) *

Student ID *

Today's Date *

Current Address (Street, City, State, Zip) *

Email *

Preferred Phone *

Current Program *

* If Post Graduate certificate, please write in NP focus.