



# 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

**STEP 1: Student information**

Name \_\_\_\_\_ Date submitted \_\_\_\_\_

Student ID number \_\_\_\_\_

**Requested leave of absence duration (maximum of 2 semesters)**

**Leave Begins:** Term \_\_\_\_\_ Year \_\_\_\_\_ **Student Returns:** Term \_\_\_\_\_ Year \_\_\_\_\_

**Student level**

- Undergraduate  
 Graduate:     iPhD     Other \_\_\_\_\_ *See your graduate program handbook for specific guidelines.*  
 Professional: Dentistry, Law, Medicine, Pharmacy

**Academic unit**

- |   |   |
|---|---|
| <input type="checkbox"/> College of Arts & Sciences                         | <i>The following academic units have specific policies and procedures for student leaves of absence. Please refer to your program handbook.</i> |
| <input type="checkbox"/> University College                                 |   |
| <input type="checkbox"/> Conservatory                                       |   |
| <input type="checkbox"/> School of Biological and Chemical Sciences         |   |
| <input type="checkbox"/> Bloch School of Business and Public Administration |   |
| <input type="checkbox"/> School of Computing and Engineering                |   |
| <input type="checkbox"/> School of Education                                |   |
| <input type="checkbox"/> School of Nursing & Health Studies—BHS only        |   |
| <input type="checkbox"/> School of Nursing & Health Studies—Nursing         |   |
| <input type="checkbox"/> School of Graduate Studies – IPh.D                 |   |
| <input type="checkbox"/> School of Dentistry                                |   |
| <input type="checkbox"/> School of Law                                      |   |
| <input type="checkbox"/> School of Pharmacy                                 |   |
| <input type="checkbox"/> School of Medicine                                 |   |

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**STEP 2: Check Yes or No for each situation listed. If any boxes are checked Yes, you MUST meet with the appropriate office and obtain their signature.**

**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 \_\_\_\_\_

**Are you receiving financial aid or scholarships?**       Yes    No

If yes, then meet with a coordinator in the Financial Aid & Scholarships Office or UMKC Central.

Office Designee

signature \_\_\_\_\_ Date \_\_\_\_\_

**Are you a veteran receiving veterans' educational benefits?**    Yes    No

If yes, then meet with the veterans' service coordinator in the Student Veteran Support Services office.

Veterans' services

coordinator signature \_\_\_\_\_ Date \_\_\_\_\_

**Do you have a balance due on your student account?**       Yes    No

If yes, then meet with Cashiers & Collections Office or UMKC Central to review your account and set up a payment plan.

Office Designee

signature \_\_\_\_\_ Date \_\_\_\_\_

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

- Residential Life
- Campus Dining
- Parking
- Campus Health & Counseling Services

**STEP 3: Withdraw from classes for approved terms**

If you are enrolled in the current term, and want your leave of absence to begin immediately, please follow the appropriate procedures to drop or withdraw from all of your classes. Students who request a leave of absence in the middle of a term are subject to the established withdrawal deadlines. Also, update your mailing address and contact information in Pathway if necessary.

I have withdrawn from my classes for this semester

I did not enroll in classes for this semester

**STEP 4: Personal Statement. Please provide a brief statement as to why a Leave of Absence is being requested. Please attach any additional pages or supporting documentation as necessary.**

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**STEP 5: Academic unit approval and required signatures.**

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Academic unit  
representative signature \_\_\_\_\_ Date \_\_\_\_\_

**APPEAL:** If a student is denied a leave of absence, an appeal can be made per the policy in the UMKC Catalog. Please refer to <https://catalog.umkc.edu/undergraduate-academic-regulations-information/leave-of-absence-policy/>.

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**Registration & Records Office use only**

Approved       Denied: reason for denial \_\_\_\_\_

Length of leave approved (maximum of 2 semesters) \_\_\_\_\_

Term in which student is expected to return \_\_\_\_\_

Processed by \_\_\_\_\_ Date \_\_\_\_\_

- Notify student of approval or denial via UMKC email. If the request was sent to us via the academic unit, copy the person who sent the request.
- Process leave request and put note in Pathway regarding the term the leave was approved; delete term activation for the current semester and any future semesters.
- Scan form and documentation into the K REC ACADEMIC drawer in ImageNow with and use Graduation Supporting Docs as the document type.