

**KUMC SCHOOL OF NURSING
REQUEST FOR LEAVE OF ABSENCE (LOA) CHECKLIST
FOR KUMC GRADUATE STUDENTS**

Name	Date
Program	Student ID #

STEP 1

To the student: Before requesting your Leave of Absence (LOA), you must meet with the Associate Dean for Student Affairs and Enrollment Management. Please contact the Enrollment Management Specialist at 913-588-1619 to setup an appointment.

After getting approval from the Associate Dean to take an LOA, proceed to Step 2 of this Checklist. For Step 3, you must complete the section on Detailed Information for Leave of Absence Request. Finally, for Step 4, you will submit this form and supporting documentation to your Associate Dean for final approval before it is sent to the Office of Graduate Studies. The Office of Graduate Studies will then pass the information to the Office of the Registrar, and your LOA status will be entered into Enroll and Pay.

STEP 2

It is your responsibility to understand how this LOA request may affect Financial Aid, Residency Status, Health Insurance and Enrollment. You are required to obtain the signature of each individual below indicating that you have met with them and have been apprised of your obligations. This meeting can be held via phone or video conferencing.

REGISTRAR	Dept./Contact Signature and Date
Residency Status	
If you are absent from Kansas for less than 60 months (5 years) and return to Kansas after your LOA, you may retain your in-state residency status. Both in-state and out-of-state students are subject to all normal residency regulations.	
Email	
A student on LOA will retain campus account access.	
Health Insurance	
If you are currently enrolled in the student health insurance plan, your coverage will remain active for the duration of the term in which you are enrolled. Once your coverage expires, you will not be eligible to re-enroll in the plan while on your LOA (unless you are pursuing another KUMC program).	
FINANCIAL AID	
Discuss the following questions: How long did the student attend? What happens to loans that are already borrowed? What are the loan repayment options? How can financial aid be obtained upon returning from the LOA? What are the procedures for deferring loans for half-time enrollment when a student returns?	

Any second or subsequent request for an LOA requires a new LOA Request Form to be completed. It will not be approved until all steps of the process are complete.

Please be assured that all of your LOA information will be held in strictest confidence.

**KUMC SCHOOL OF NURSING
 DETAILED INFORMATION FOR LEAVE OF ABSENCE REQUEST
 FOR KUMC GRADUATE STUDENTS**

STEP 3

Name	Date
Program	Student ID #

Please complete all items after the checklist has been completed. You will need to submit the checklist, this detailed information page, and any other required/supporting documents to your department.

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| <input type="checkbox"/> I will take my of Leave of Absence starting: <ul style="list-style-type: none"> <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____ | <input type="checkbox"/> The duration of my Leave of Absence will be: <ul style="list-style-type: none"> <input type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters |
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The number of semesters will be determined in consultation with the SON Associate Dean.

*According to School of Nursing policy, it is not necessary to request a leave of absence for a summer term. Only one leave of absence can occur within a 12-month period, and no more than two LOAs may be approved during any academic program. The KUMC Office of Graduate Studies calculates time to degree by semester, so the number of semesters is the number that will not be counted toward time to degree.

Type of Leave of Absence requested

- ___ Administrative (action taken by Academic Committee or Associate Dean)
- ___ Medical
- ___ Personal

By signing below, I (the student) acknowledge that I have completed all steps necessary for my LOA request. All policies associated with the LOA are understood and have been discussed with the Offices of the Registrar, Financial Aid, and my department administration.

Student Signature	Student Printed Name	Date
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STEP 4

By signing below, I (the SON Associate Dean) approve this student's Leave of Absence after having discussed the reasons, justification, and plan on moving forward.

SON Associate Dean Signature	SON Associate Dean Printed Name	Date
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The Dean of KUMC Graduate Studies' signature indicates that the student has submitted a completed form with all relevant approvals. Thus, the Dean of KUMC Graduate Studies approves that the time of the student's leave will not count toward their time to degree. This form will be used by the Office of Graduate Studies for tracking purposes related to time to degree. A completed copy of this form will be forwarded to the Office of the Registrar for their entry into Enroll & Pay and the student's records.

Dean of KUMC Graduate Studies Signature	Dean of KUMC Graduate Studies Printed Name	Date
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ADMINISTRATIVE USE ONLY Date _____ Initials _____