

## **MEMT Process to Request a Leave of Absence (LOA), Return from Absence (RFA), or Readmission**

Graduate students are highly encouraged to request an official Leave of Absence when not expecting to be continuously enrolled (fall/spring). This process is particularly important for summer's only degree seeking students.

### **Readmission of returning graduate students**

Graduate students must be continuously enrolled in fall and spring terms in order for their status to remain active. A graduate student not enrolled in the preceding one or two semesters (fall/spring) must be readmitted (reactivated) in order to enroll. To do this, the student must process readmission by one of the following means as appropriate.

- 1) Students currently on an official leave of absence (LOA) will automatically be returned from absence according to the return date stated on their leave form. Students who wish to return prior to the end date of their leave must **submit an e-mail to [elmer@ku.edu](mailto:elmer@ku.edu) attaching the MEMT Return from Absence (RFA) Request form** found on the MEMT website under "Documents and Forms", graduate tab. Additional information is noted later in this document.
- 2) Students not on an official Leave of Absence (LOA) who have been actively enrolled in a degree-seeking graduate program but who have not been enrolled for one academic year (three consecutive semesters, including the summer semester) or less, may be eligible to use the Permit to Re-enroll form with the consent of his/her department/program. Before completing the Permit to Re-enroll form, students should contact their graduate program directly to confirm availability of the Permit to Re-enroll.

The permit to re-enroll form is not available to a student who:

- was dismissed from a program at KU;
  - was voluntarily discontinued (formally withdrew) from a graduate program;
  - completed the graduate degree program; or
  - most recently enrolled as a non-degree seeking graduate student.
- 3) Students who have been actively enrolled in a degree-seeking program and have not enrolled for four or more consecutive semesters without an approved Leave of Absence is not eligible to use the permit to re-enroll form and must re-apply for graduate admission like a new applicant.

Time used during the leave of absence does not count towards the time to degree limit. There is a 3 semester (FA, SP, and SU) maximum per request. MEMT Graduate students who do not plan to enroll continuously during both the fall and spring terms or intend to be summers only students should follow up with the requests to obtain a Leave of Absence and if needed a Return from Absence. This is done by following the process below.

### **Leave of Absence (LOA) Request Process**

- 1) Students must submit an e-mail to [elmer@ku.edu](mailto:elmer@ku.edu) attaching the MEMT Leave of Absence Request (LOA) form ***no less than 4 weeks (domestic) or 3 months (international) prior to the intended term beginning the leave***. This form will require a leave period and the system will automatically activate the student for the intended return semester. Be prepared to enroll for the return semester. Should you be unable to do so, contact Lois Elmer ([elmer@ku.edu](mailto:elmer@ku.edu)) detailing the reason and how to best proceed.
- 2) International students must contact the International Student Services (ISS) office for information concerning any change in admission status and its impact on immigration status. A Leave of Absence does

not automatically relieve F-1 and J-1 international students of their federal regulatory requirement to be full time each semester.

### **Return from Absence (RFA) Request Process**

All students needing to return **prior** to the Leave of Absence (LOA) end date must complete the **MEMT Return from Absence Request (RFA)** and submit an email to [elmer@ku.edu](mailto:elmer@ku.edu) attaching the RFA form **by February 15 for a summer or fall enrollment or September 15 for a spring enrollment, but no less than 4 weeks prior to the beginning of the intended term of return.**

- 1) Submission by these dates is optimal. This documentation is required for the office staff to process the request officially via the Graduate Progress to Degree form for the intended term(s)/year.
- 2) International students will receive an email from ISS regarding their process for return from leave as well.

The LOA and RFA forms are available on the MEMT website under “[Documents and Forms](#)”, graduate tab.

Once reactivation occurs, students must check their KU Online ID to see if it needs to be re-established or just updated and re-register their email address by going to <http://technology.ku.edu/personal-accounts>. If the student wishes to have KU email forwarded to their outside email address this can be done through this process.

When completed, students should follow the online enrollment process through the [Registrar’s website](#).

### **Inactive status for 180 or more days**

*(Students affected are summer master’s program students and students not enrolled for 2 or more semesters.)*

If you have not been enrolled with the University of Kansas for 180 days or longer, you may be notified by Information Technology that your email account will be deleted. This means you will no longer have access to services such as email and public computing labs.

These services are available only to students enrolled in the current semester. Data you have stored in the above services will be disposed of in accordance with KU’s Record Retention Schedule policy ([www.policy.ku.edu](http://www.policy.ku.edu)).

Your KU Online ID will not be deleted and your access to the KU Portal and other select online services, such as Blackboard and Enroll & Pay, will remain active. This allows you to access employment, financial, grade and other information in the future, if needed.

***Make sure that you have entered your outside email address as well as your KU email address in Enroll and Pay.***

You may also direct KU email to your outside address. This will assist in providing contact information if your email account is deleted. Students who experience problems receiving KU emails directed to their outside email service should check that service for problems. Remember, KU email is the official method of communication.