Requesting to Return from a Leave of Absence

**STEP 1:** Student contacts the graduate coordinator (program staff)

With the graduate chair or director, the student reviews and finalizes a tentative re-entry plan.

**STEP 2:** Student initiates an online request

The student makes a request to return from a leave of absence in the Rackham Leave of Absence online system.

**STEP 3:** Student provides supplemental information, if applicable

- **Leave of absence for personal reasons:** no additional information is required.
- **Leave of absence for family necessity or dependent care:** no additional information is required.
- **Leave of absence for military service:** no additional information is required.
- **Leave of absence for medical reasons:** a licensed health care provider completes and submits the form directly to the Leave of Absence Coordinator.
  - The supplemental form is reviewed by a University Health Professional, who provides a recommendation to the Leave of Absence Coordinator.

**STEP 4:** Graduate chair or director provides a recommendation

The student’s graduate chair or director enters a recommendation into the Leave of Absence online system.

**STEP 5:** Rackham dean or designee makes a decision

After a decision on the request to return from a leave of absence has been made, an e-mail is sent to the student and his or her graduate chair or director and graduate coordinator.