

## Leave of Absence Student Checklist

### Returning from a Leave of Absence

*When you are ready to return from a leave of absence, you will need to contact your graduate chair or director to initiate your return to active study in the [Leave of Absence online system](#). There are many resources that are available to you and your graduate program to assist during this transition.*

Staff members in Rackham are available to provide information and guidance on what you need to do to return to active study. You can consult with Rackham staff to get answers to any questions and concerns you may have. If you have questions, please contact Rackham's Leave of Absence Coordinator, Ida Faye Webster ([rackham.loa@umich.edu](mailto:rackham.loa@umich.edu) or call 734-615-5670).

#### Student Checklist to Return to Active Study:

- ☐ When you return from your leave of absence, it is possible that students and faculty may show a concerned interest in why you have been absent. Determine your personal level of comfort and prepare yourself to answer the question —remembering that you are not required to disclose any personal details related to your leave to the faculty or staff in your graduate program. It is your decision whether to disclose any details about the reason you took a leave to your graduate program community.
- ☐ When you are ready to return to active study:
  - Notify your graduate chair or director of your intent to return
  - If you have a faculty advisor, contact him or her about your return to active study
  - Update your tentative re-entry plan with your graduate chair or director, which should include:
    - A review of your remaining academic requirements
    - A review of your funding commitment
    - Expectations for your workload during your transition back to active study. This may include:
      - Reducing coursework, research, teaching or other academic responsibilities
      - Working at a slower pace
- ☐ Complete and submit a request to return from a leave of absence using the [Leave of Absence online system](#).
  - ☐ Your graduate chair or director will be asked to submit a recommendation to Rackham
  - ☐ Returning from a leave of absence for medical reasons requires your health care provider to complete a supplemental form and submit it directly to the Rackham's Leave of Absence Coordinator. A recommendation by a medical reviewer is required to return from a leave of absence for medical reasons.
- ☐ If you are returning from a leave of absence for military service, you may wish to consult with [Phil Larson](#) in the [Student Veterans Assistance Program](#).
- ☐ After you return from your leave of absence, you are expected to register in each fall and winter term in order to remain in compliance with the [Registration Policy](#).

**Rackham Staff will:**

- Provide support to you, as well as faculty and staff in your graduate program
- Help you navigate University services and resources
- A Rackham dean or designee will review the request to return from the leave of absence and the recommendation from the graduate chair or director.
  - If you are returning from a leave of absence for medical reasons, a Rackham dean or designee will have University health professionals review your request.
- Make and communicate decisions – you and the program will receive an e-mail confirming the decision once all materials and recommendations have been received
- Ensure privacy and security:
  - We care about your privacy. The information we collect about you is private. Only people who have both the need and the legal right may see your information. Unless you give us permission in writing, we will only disclose your information for purposes of treatment, payment, business operations, appointment reminders, public health and safety, and when we are required by law to do so.
  - Your personal information will be safeguarded. We are required to protect your personal information against reasonable anticipated threats and hazards to the security or integrity of the information.