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## Leave of Absence Program Checklist

### Returning from a Leave of Absence

*When a student in your program is ready to return from a leave of absence, he or she will contact you and Rackham to initiate his or her return to active study. There are many resources that are available to the graduate program and your students to assist during this transition.*

Staff members in Rackham are available to provide information and guidance to you about the student's return to active study. They can help you understand the process and requirements. 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 at [rackham.loa@umich.edu](mailto:rackham.loa@umich.edu) or call 734.764.4400.

#### **Program Checklist:**

- When a student returns from a leave of absence, it is possible that other students and faculty may show a concerned interest in why he or she has been absent. Please remember that students are not required to disclose any personal details related to the leave of absence. Please remind the graduate program community (faculty, staff, and students) to respect the student's privacy.
- The **graduate chair or director**:
  - Talks with the graduate student to review or make plans to facilitate the return to active study
  - Updates and finalizes the [tentative re-entry plan](#) with the student, which should include:
    - A review of the student's remaining academic requirements
    - A review of the student's funding commitment
    - A review of the program's expectations for the student's workload during the student's transition back to active study. This could include:
      - Reducing coursework, research, teaching, or other academic responsibilities
      - Working at a slower pace
  - Submits a recommendation in the [Leave of Absence online system](#)
- After a student returns from a leave of absence, the student is 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 faculty and staff in the graduate program
- Help the student navigate University services and resources

- A Rackham dean or designee will review the Leave of Absence return forms and the graduate chair or director's recommendation.
  - If the student is returning from a leave of absence for medical reasons, a Rackham dean or designee will have a University health professional review the request to return.
- Make and communicate decisions – the student and program will receive an email confirming the decision once all materials and recommendations have been received
- Ensure privacy and security:
  - We care about the student's privacy. The information we collect about him or her is private. Only people who have both the need and the legal right may see the student's information. Unless the student gives us permission in writing, we will only disclose his or her information for purposes of treatment, payment, business operations, appointment reminders, public health, and safety and when we are required by law to do so.
  - The student's personal information will be safeguarded. We are required to protect his or her personal information against reasonable anticipated threats and hazards to the security or integrity of the information.