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University of Central Missouri

Academic leaves of absence are an important component of professional development at the University of Central Missouri. Academic leave is defined as: “an absence from regular academic duties at the University of Central Missouri in excess of two weeks for the purpose of promoting scholarly and/or creative professional development.” For complete information, please refer to the University Policy Library > 2.2.020 Academic Leaves Policy.

Typically, to be eligible to request an academic leave, the faculty/academic staff member must have served the university for a period of at least two years of full-time service, unless program/university needs dictate otherwise.

Application for an academic leave must be made in writing, by the individual concerned, through the appropriate offices as listed on the Request for Academic Leave sheet and according to the timeline to request an academic leave.A

**DIRECTIONS:** Please download, save, and complete the following form. When you are finished, please sign and date, and obtain the required signatures. It is highly recommended that you hand carry your completed and signed application to the Professional Enhancement Committee (Faculty Senate Office).

Proposals for research leave must be submitted to the Graduate Education and Research Office for review by the University Research Council before submitting to the appropriate chairperson by October 15

For a complete schedule of deadlines for submission, visit the University Policy Library, 2.2.020 Academic Leaves Policy, Section III "General Procedures and Submission Deadlines".

<https://www.ucmo.edu/offices/general-counsel/university-policy-library/policies/academic-leaves-policy>

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