

Kalamazoo Valley Community College
MI Reconnect Leave of Absence Request — 2025-2026

Student Name: _____ Valley ID #: **V00** _____

MI Reconnect eligibility is evaluated at the end of every Summer semester after the student completes their first full academic year after initiating the Reconnect program (*a full academic year includes being admitted for the Fall, Winter, and Summer semesters*).

To remain eligible for the Reconnect program, students must be meeting **both** of these requirements at the end of each Summer:

1. **Academic Progress Standard:** Either be meeting Satisfactory Academic Progress (SAP) standards at KVCC with an aid-eligible status (“good”, “warning”, “probation”, “MTAP”, or “FAAP”) or, if not meeting SAP standards, have earned at least an overall cumulative GPA of 2.0 or higher in all courses since initiating the Reconnect program
2. **Minimum Earned Credits Standard:** Earn at least 12 total credits each full academic year between the Fall, Winter and Summer semesters (*you must achieve at least a 1.0 GPA in a course to be considered credit earned*)

Failing to meet the Academic Progress Standard at the end of an aid year will cause the student to permanently lose their MI Reconnect eligibility – this cannot be appealed

If a student has met the Academic Progress Standard but did not meet the Minimum Earned Credits Standard, they can request a Leave of Absence if a serious personal situation (*extenuating circumstance*) prevented them from earning at least 12 credits during the academic year **and** prevented them from enrolling in courses during one or more semesters.

Students who enroll in all three semesters but do not earn the minimum 12 credits during the aid year are ineligible for a Leave of Absence as they were not absent during any semester – requests will not be reviewed for planned future absences

I hereby request a Leave of Absence from the MI Reconnect program beginning in _____ due to:
(Semester/Year)

Check all that apply -

- | | |
|--|--|
| <input type="checkbox"/> Illness of the student or an immediate family member | <input type="checkbox"/> Participation in an internship or co-op program required for or encouraged as part of the student’s academic program |
| <input type="checkbox"/> Death of an immediate family member | <input type="checkbox"/> Military mobilization for active duty of the student or an immediate family member |
| <input type="checkbox"/> Extreme financial hardship of the student or the student’s immediate family | <input type="checkbox"/> Other extraordinary circumstances beyond the student’s control where continued attendance would have created a hardship |
| <input type="checkbox"/> Fulfilling a religious commitment required of all students of a faith | |

- 1) Attach a **typed, physically signed letter** (*we cannot accept digital signatures at this time*) explaining the extenuating circumstance that prevented you from enrolling in all three semesters and prevented you from earning the 12 minimum credits required for MI Reconnect eligibility (*for each aid year you are requesting a Leave of Absence*)
- 2) Attach **third-party, professional, supporting documentation** as evidence of the extenuating circumstance you have experienced – some examples include documentation or a signed statement from a medical/mental health professional, a death certificate/obituary, financial records, a statement from the chair/dean/director of your program of study, or military mobilization papers

Signature: _____ Date: _____



Kalamazoo Valley Community College

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