

## **Policy on Leave of Absence**

### **I. POLICY**

#### **ACADEMIC**

Leaves of Absence for academic failure must be granted only with the concurrence of the Committee on Student Promotions which shall specify the duration of such leaves.

#### **MEDICAL**

##### Student in Good Academic Standing

The Associate Dean for Student Affairs may grant a one-year leave of absence for medical or personal reasons for a student who is in good academic standing. Extensions of leaves of absence beyond one year shall be considered by the Committee on Student Promotions and granted only under extraordinary circumstances.

##### Student Not in Good Academic Standing

If a student is not in good academic standing and has a medical condition, the Committee on Student Promotions has the option of granting up to a one-year leave of absence, with the requisite documentation from a physician, to be provided when requesting the leave of absence and again when requesting permission to return to active participation in the curriculum. Extensions of leaves of absence beyond one year shall be considered by the Committee and granted only under extraordinary circumstances.

##### Returning Students Unable to Meet Technical or Academic Standards

A letter from the treating physician certifying the student's fitness to resume study shall be required a minimum of one month prior to reentry. A student who re-enters after medical leave and is unable to meet Technical or Academic Standards in any course shall be reviewed by the Committee on Student Promotions. The Office of Student Affairs shall share all official academic and medical records with the Committee. The Committee shall recommend dismissal to the Dean unless there are convincing medical or academic reasons to permit a second Leave of Absence.

## **SPECIAL ACADEMIC STUDY**

The Associate Dean for Student Affairs may grant a one-year leave of absence for special academic study for a student who is in good academic standing. Students in the MD program may choose to take a leave of absence to participate in a dual or joint degree program, pursue an advanced degree outside of an official program, or be accepted for a student research scholarship. With proper documentation, this leave will be granted.

Students registered in an academic program will have student status through that program's registration. Students who have been awarded a competitive research fellowship will retain their full time student status through special registration for a period of one year. This registration will assess no tuition; applicable fees will be charged. A student may request a one-year extension of a special study leave of absence. Such an extension would require review and approval by the Committee on Student Promotion. Student whose special academic study activity does not involve enrollment in a degree program may take a maximum of two years leave of absence for special study.

## **II. PURPOSE**

Students may need to take a leave of absence from the MD degree program, for personal or medical reasons, or if they are encountering academic difficulties.

## **III. SCOPE**

This policy applies to:

- Medical students

## **IV. POLICY AUTHOR(S)**

- Office of Student Affairs

## **V. RELATED POLICIES AND PROCEDURES**

- Policy on Standards for Performance and Academic Progress
- Policy on Structure and Function of the Committee on Student Promotions
- Policy on Technical Standards
- Policy on Time Limitations for Completing Portions of the MD Degree Program

## **VI. REFERENCES**

- LCME Standard 9.9: Single Standard for Promotion, Graduation and Appeal Process: A medical school ensures that the medical education program has a single standard for the promotion and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to promotion, graduation, or dismissal.
  
- LCME Standard 10.3: Policies Regarding Student Selection/Progress and Their Dissemination: The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

## **VII. APPROVALS**

Education Policy Council

Dean, School of Medicine, December 30, 2018