

Leave of Absence Policy

Students enrolled in the MD Degree curriculum of the School of Medicine may request a leave of absence from the standard curriculum for a period of up to one calendar year at any time. All requests for leave of absence will be presented to and reviewed by the Committee on Academic and Professional Standards (CAPS) who will then determine the terms under which the student may return to the curriculum. CAPS may require students to be enrolled in an appropriate modified curriculum during the leave of absence. The modified curriculum may include, but may not be limited to, MD degree courses, preparatory courses, and/or non-degree graduate course work.

Following one calendar year, a student in need of more time in recess from the standard curriculum is officially withdrawn from the School of Medicine. Students may reapply for admission through the Committee on Admissions, unless an extension is granted by CAPS because of special circumstances.

There are several categories of leave of absence under which a student may petition for a recess from the curriculum:

Medical LOA:

This type of LOA is reserved for acute medical problems of a physical or mental health nature affecting the student or a first degree relative requiring intense medical care. If the student is receiving medical treatment, they will be required to submit a release from the treating physician clearly stating that they are fit to return to the rigors of the standard MD degree curriculum.

Personal LOA:

This type of LOA is used for reasons of a personal nature. These may include but not be limited to requests regarding family related issues, maternity/paternity leave, and academic enrichment opportunities.

Academic LOA:

This type of LOA is reserved for students who desire a recess from the standard curriculum while currently Failing in a course prior to the issue of a final evaluation in that course. Students should be aware that their ability to return to the curriculum may not be approved by the Committee on Academic and Professional Standards based upon a complete review of the entire academic record. Should a student be permitted to return to the curriculum, the Committee will determine if the student returns on academic probation or in good academic and professional standing. Students who are not approved to return to the curriculum by the Committee may reapply for admission through the Committee on Admissions.

Administrative LOA:

This type of LOA is imposed by an Associate Dean for Student Services as required by academic or professional deficiencies, such as failure of the USMLE Step 1 examination required for advancement in the curriculum. This is reported to the Committee on Academic and Professional Standards.

Procedure:

1. The student initiates the request for LOA from the standard curriculum in writing to a Dean for Student Services. The starting date clearly identified.
2. The Dean for Student Services will review the request, and will accept, reject or modify the request as indicated.
3. The student will meet with their campus Student Services and the appropriate Director of Financial Assistance Services for required leave processing.
4. The request for LOA will be presented at the next regular meeting of the Committee on Academic and Professional Standards for review and action on the terms of return to the curriculum. CAPS will specify the appropriate leave classification. Special meetings of the Committee may be called for such review upon the request of the Dean for Student Services.
5. All approved requests for any type of LOA will be reported on the student's MSPE (Medical Student Performance Evaluation).

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