POLICY NAME: Leaves of Absence and Withdrawals

Responsible Party: Office of Student Affairs

Applies To CMED: ☑ Students ☐ Residents ☐ Staff ☐ Administration

Approval Date: 2/17/16 Curriculum Committee reviewed July 26, 2016

☐ Policy ☑ Procedure

POLICY:

A student may request a leave of absence, withdrawal, or be asked to withdraw, subject to the approval by SPCC. Please note, students placed on a leave of absence, are not considered enrolled in the MD program for the duration of the leave.

DEFINITIONS:

A leave of absence (LOA) is a temporary suspension of medical school studies for a period of one month or longer, not to exceed one year. Students may need time away from school due to, but not limited to, the following situations:

- Personal illness/health related
- Family illness
- Crisis of personal or family nature
- Research or clinical fellowship programs
- Military Duty

PROCEDURES:

Voluntary Leave of Absence

1. A student may request a LOA in writing (university email is acceptable) to the Assistant Dean of Student Affairs. The request must contain the time period (not to exceed on year), the reason for the LOA, arrangements for
notifying any faculty, staff, or student colleagues affected by LOA, and
arrangements for coverage affecting clinical or course work if applicable (i.e., student takes LOA during clerkship assignment, or during time when they are working in small groups).

2. A personal medical leave requires a supporting letter from the student’s personal physician. A second opinion from a physician selected by CMED may also be required. A ‘release to return to work/school’ letter from the student’s physician is required 6 weeks prior to return. Depending on the individual case and after review of the SPCC, a medical LOA may be renewed.

3. The Assistant Dean of Student Affairs will present the student’s request to the SPCC for review and will contact the student with their decision.

**Involuntary Leave of Absence**

1. Under certain circumstances involving academic or professional deficiencies or other concerns, the SPCC may place a student on an involuntary LOA for a period of one month or longer, not to exceed one year. A recommended plan for that student’s LOA and possible return will be developed by the SPCC and given to the student.

2. If it is determined that a student is a threat to themselves or others, and/or the student could pose other safety issues, the Dean, any of the Associate Deans, Assistant Dean of Student Affairs, and/or SPCC has the right to place that student on immediate involuntary LOA, with the SPCC review to take place after this decision and immediate action. Based on the situation, the SPCC will determine the further actions.

**Voluntary Withdrawal**

Withdrawal is permanent and voluntary termination of studies instituted by the medical student. Students wishing to withdraw must submit a written request to the Assistant Dean of Student Affairs. The request must include the reason(s) for withdrawal and a statement that the student understands that withdrawal is voluntary and permanent. In addition to the written request, it is advised that the student meet with the Assistant Dean of Student Affairs as well. A student who has withdrawn must reapply to CMED if he/she decides to return.
Involuntary Withdrawal

The SPCC may recommend a student withdraws from the medical education program. Withdrawal in this sense would be permanent termination of studies as a result of failure to demonstrate adequate progress related to academics or conduct at any point in the curriculum.

CMED reserves the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.