

REQUEST FOR LEAVE OF ABSENCE (LOA)

For medical leave – please use Request for Medical Leave of Absence (MLOA)

NOTE: A leave of absence (LOA) is granted for up to one year with the possibility of a one-year extension, granted on a case-by-case basis, after review by the Senior Associate Dean of Student Affairs

Student Name (Print Clearly): _____ **SID:** _____

Current Telephone #: _____

STUDENT CHECKLIST

- Attach supporting documentation (i.e. copy of program/research acceptance letter)
- If you receive financial aid, you must schedule an appointment with the School of Medicine Financial Aid Office to discuss how your leave affects your current financial aid eligibility. It is your responsibility to understand the Satisfactory Academic Progress Policy and its relation to Leaves of Absence and Withdrawals
- Update your contact information with the Office of Student Affairs and via Growl

Class Level: 1st Year 2nd Year 3rd Year 4th Year

Requested leave date (Month, Day & Year): _____ **Anticipated return date (Month & Year):** _____

LEAVE CATEGORY

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Educational | <input type="checkbox"/> Personal (Family Emergency) |
| <input type="checkbox"/> Research | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Other | |

Explanation of Activity _____

I have considered all academic and financial ramifications of my request, effective on the date I have requested.

I understand that should I not fulfill my USMLE requirements, as applicable, my request for a leave is null and void and may require my return to the curriculum or my leave being changed to an Administrative Leave

Student Signature: _____ **Date:** _____

Office use only

Hold – Pending the following: _____

Denied Reason(s): _____

Approved _____ **Date:** _____
Senior Associate Dean Student Affairs

Leave Category: Educational Research Personal Financial Other

Effective start date: _____ **Expected return date:** _____

Return as: 1st Year/ Repeat 2nd Year/ Repeat 3rd Year/ Repeat 4th Year/ Repeat