


<p><b>Name of Policy:</b> Leaves of absence</p> <p><b>Policy Number:</b> 3364-81-04-014-02</p> <p><b>Approving Officer:</b> Dean, College of Medicine</p> <p><b>Responsible Agent:</b> Associate Dean for Student Affairs, College of Medicine</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Effective date:</b> 08/20/07</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

A student may request a Leave of Absence (LOA) for one of several reasons as defined below. With the exception of a Medical Leave, a student must be in good academic standing to request a Leave of Absence. All students approved for a LOA regardless of the type of LOA must also request and be approved if they wish to return from the LOA.

- Medical – A leave recommended in writing by a physician, which is considered necessary for the student’s emotional, mental or physical health, and beneficial to their personal and professional well-being and progress. The recommendation must include a diagnosis and an appropriate duration of leave. A physician must certify that the student is ready to return from a medical leave of absence. The university has the option to request that a student requesting a medical leave or extension or requesting to return from a medical leave have a medical assessment by a University of Toledo physician or a physician designated by the university.
- Academic – To include an interruption of the medical curriculum to pursue an advanced degree, research training, a medically related fellowship, extended USMLE preparation or other education program approved by the Dean.
- Financial – When a student is unable to meet tuition and/or other educational financial obligations for all or part of an academic period.
- Personal – When a student requires a period of time to give primary attention and effort to circumstances or a situation that will inhibit or interfere with their academic performance and/or progress. A personal leave of absence may not exceed 12 months, and a student may not request this type of leave more than once in an academic year.
- Administrative – The Dean has the option to place a student on an administrative leave of absence. As with other types of leaves of absence, the student must return from the leave. If an administrative leave is granted because it is believed that the student is incapable of continuing in the medical curriculum at that time, return from administrative leave may carry stipulations such as proof of successful rehabilitation.

A Leave of Absence may be granted for up to 12 months. Under unusual circumstances and with appropriate documentation, a student may request an extension of their Leave of Absence for an additional 12 months. The maximum total length of time that a student can be on leave is 3 years.

Final approval for Leaves of Absence, extensions and returns from LOA will be made by the Dean of the College of Medicine.

(B) Purpose of policy

In the event of extenuating circumstances that preclude a student from continuous uninterrupted progression in the medical school curriculum, a policy governs the procedures for requesting an approved Leave of Absence and a return from a Leave of Absence.

(D) Procedure

Students considering a Leave of Absence should meet with the Associate Dean for Student Affairs to discuss their concerns and options.

If a Leave of Absence is indicated with the assistance of the Associate Dean, the student will complete a Request for Leave of Absence form.

Depending on the type of leave, the student's eligibility for the leave and any required documentation will be identified by the Associate Dean. Any students receiving financial aid must participate in an exit interview with the financial aid office prior to submitting the Request for LOA form.

Except in emergency situations, requests for a LOA should be submitted at least 30 days prior to the first day of the requested leave to allow sufficient time for review and approval. The starting and expected termination dates of the leave shall be specified on the application. Leave of Absence forms are available in the Office of Student Affairs and on the Student Affairs website (<http://www.meduohio.edu/depts/stuaff/forms.html>) and should be submitted to the Associate Dean for Student Affairs, who must approve the request. Final approval for an LOA will be made by the Dean of the College of Medicine.

The maximum length of an initial Leave of Absence is 12 months. Under unusual circumstances, students may request an extension of their LOA. This request must be submitted on a LOA Extension Request Form at least 30 days prior to the termination date of the existing LOA. Failure to submit a request for continuation of a leave prior to the approved termination date shall be considered as a withdrawal from the College of Medicine. In such a circumstance, re-application for admission would be required for reinstatement. The maximum total length of time that a student can be on a leave of absence is 3 years.

Any consideration for adjustment or refund of fees to students on Leave of Absence shall be based on established refund policies pertaining to Instructional and Ancillary Fees Policy (Policy #HSC-ALL-04-002-00).

A request to return from a Leave of Absence must be submitted to the Associate Dean for Student Affairs at least 30 days prior to the requested date to return. Approval by the Dean of the College of Medicine is a prerequisite to return from a LOA. Return from LOA forms are available in the Office of Student Affairs and on the Student Affairs website:

(<http://www.eduohio.edu/depts/stuaff/forms.html>).

Final approval for Leaves of Absence, extensions, and returns from LOA will be made by the Dean of the College of Medicine.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p><b>Policies Superseded by This Policy:</b> <b>None</b></p> <p><b>Initial effective date:</b> 08/25/1985</p> <p><b>Review/Revision Date:</b></p> <ul style="list-style-type: none"> <li>•08/25/86</li> <li>•08/13/87</li> <li>•08/22/89</li> <li>•08/15/90</li> <li>•10/01/91</li> <li>•02/24/94</li> <li>•07/01/95</li> <li>•08/19/96</li> <li>•04/01/98</li> <li>• 05/27/99</li> <li>•08/17/00</li> <li>• 08/17/01</li> <li>•08/18/03</li> <li>• 09/17/04</li> <li>• 08/20/07</li> </ul> <p><b>Next review date: 08/20/2010</b> (three years from most recent revision/review date)</p>
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