Name of Policy: College of Medicine & Life Sciences: Student leave of absence **Policy Number**: 3364-81-04-014-02 **Approving Officer**: Dean, College of Medicine & Life Sciences **Responsible Agent**: Senior Associate Dean for Student Affairs and Admissions, College of Medicine and Life Sciences **Scope**: College of Medicine and Life Sciences M.D. Program	THE UNIVERSITY OF TOLEDO 1872 **Revision date**: 10/14/2026 **Original effective date**: 08/25/1985
☐ New policy proposal ☒ Minor/technical revision of existing policy ☐ Major revision of existing policy ☐ Reaffirmation of existing policy	

(A) Policy statement

A student may request a Leave of Absence (LOA) for one of several reasons as defined below. All students approved for an 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. A physician must certify that the student is ready to return from a medical leave of absence and that the student meets technical standards with or without accommodations upon their return from leave. Students may be asked to have an independent medical professional verify that the student can perform technical standards upon their return from leave. 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 Senior Associate Dean for Student Affairs and Admissions.
- 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.
- Administrative – The Dean has the option to place a student on an administrative leave of absence. 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 and Life Sciences.

(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.

(C) Scope
This policy applies to medical students in the M.D. program in the College of Medicine and Life Sciences.

(D) Procedure
Students considering a Leave of Absence should meet with the Senior Associate Dean for Student Affairs and Admissions to discuss their concerns and options.

If a Leave of Absence is indicated with the assistance of the Senior 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 Senior 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 an 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 on the Office of Student Affairs website and should be submitted to the Senior Associate Dean for Student Affairs and Admissions, who must approve the request. Final approval for an LOA will be made by the Dean of the College of Medicine and Life Sciences.

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 an LOA Extension Request Form at least 60 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 & Life Sciences. 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 Student Fees & Accounts (Policy 3364-40-19).

A request to return from a Leave of Absence must be submitted to the Senior Associate Dean for Student Affairs and Admissions at least 60 days prior to the requested date to return. Approval by the Dean of the College of Medicine & Life Sciences is a prerequisite to return from an LOA. Requests for re-entry into the program will be reviewed on a case-by-case basis regarding any conditions to be met related to re-entry. Return from LOA forms are available on the Office of Student Affairs website.

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

Approved by: **/s/**_____ Imran Ali, M.D. Dean, College of Medicine and Life Sciences 10/14/26_____ Date *Review/Revision Completed by:* *Executive Curriculum Committee* *Office of Legal Affairs*	**Policies Superseded by This Policy:** None **Initial effective date:** 08/25/85 **Review/Revision Dates:** •*08/25/86* •*08/13/87* •*08/22/89* •*08/15/90* •*10/01/91* •*02/24/94* •*07/01/95* •*08/19/96* •*04/01/98* • *05/27/99* •*08/17/00* • *08/17/01* •*08/18/03* • *09/17/04* • *08/20/07* •*8/23/11* •*5/24/18* •*12/08/21* •*10/03/25* •10/14/26 **Next review date: 10/15/29** (three years from most recent revision/review date)