

Policy Name:	Leave of Absence
Original Approval Date:	09-18-2020
Approving Officer/Committee:	Medical Curriculum Committee
Revision Dates and Notes:	
Related LCME Element(s) (if any):	

A. Policy – LSU Health students are expected to proceed through the medical school curriculum in a continuous, uninterrupted fashion. In the event of extenuating circumstances that necessitate a temporary period of non-enrollment, students may request a leave of absence (LOA). Requests for a leave may be granted by the Associate Dean for Academic Affairs or his/her designee or when recommended by a faculty committee. A leave may be granted, if deemed appropriate, for health, personal, or family reasons, or for special academic study. A leave of absence is granted for a finite period, not to exceed twelve (12) months.

If for any reason the leave extends beyond one year, an extension may be granted for unusual circumstances if the student requests an extension in writing at least thirty days (30) before the expected reentry date.

The School of Medicine reports all leaves/interruption of medical education in the Medical Student Performance Evaluation (MSPE).

B. Purpose - The purpose of this policy is to define the process by which a student may take a leave of absence.

C. Scope – This policy applies to all School of Medicine students.

**D. Procedure/Process –
 Requesting a Leave of Absence**

All students requesting a leave **must**:

- Complete and submit a signed Leave of Absence Request Form to the Office for Student Affairs.
- Meet with the Associate Dean for Student Affairs or his/her designee. The Associate Dean for Student Affairs will meet and advise the student regarding the request for a leave of absence. The Associate Dean for Student Affairs will make a recommendation on the student’s behalf to the Office of Academic Affairs who may approve or deny the request for a leave of absence. All decisions by the Associate Dean of Academic Affairs are final, subject to a student appeal to the Dean of the Medical School.
- Meet with the School of Medicine Registrar and Associate Director of Financial Aid and Scholarships (if the student receives financial aid), and

- Receive a letter from the Associate Dean for Academic Affairs or his/her designee approving the leave

If the request is approved, a time period for the leave and any conditions that need to be met before a return to active enrollment will be determined. Students who begin a leave of absence while enrolled in a course before its end date will receive a grade of WP (withdrawn passing) or WF (withdrawn failing) as determined by the course director.

Students returning from a leave of absence may be required to document that they have met previously established conditions in order to resume active enrollment status. Students not returning to active status at the end of their leave of absence and who have not been approved for an extension will be considered as having resigned from the School of Medicine.

Involuntary Leave of Absence: Students may be placed on an Involuntary Leave of Absence for academic reasons by the Student Promotions Committee (pre-clinical or clinical). This committee will determine the educational requirements needed for the student to continue in medical school (i.e., remediation, a repeat of coursework), and may determine the length of the leave of absence and the conditions to be fulfilled prior to a return from leave. All decisions by the promotions committee are final, subject to a student appeal to the Dean of the Medical School.

Students on Leaves of Absence are not registered at LSU Health Sciences Center, and therefore do not have the rights and privileges of registered students. Students on leave may not participate in extracurricular activities including holding student organization leadership position. They cannot fulfill any official department or University requirements during the leave period.