

Leave of Absence Policy

Roles and Responsibilities

Policy Contact	Associate Dean for Student Affairs
Responsible	Office of Student Affairs
Accountable	
Consulted	
Informed	

LCME Standards

Standard 11: Medical Student Academic Support, Career Advising, and Educational Records

Scope and Purpose

Policy Statement

A student who cannot enroll for a particular term must request a leave of absence (LOA). A student who develops extenuating circumstances may request an LOA in the middle of a term. If a student was granted a pre-matriculation deferment and requests an LOA during the first year of the curriculum, the student will be reviewed by the Advancement Committee.

A student who wishes to request an LOA must meet with a Student Affairs dean. All leaves of absence must be approved by the Dean and will be explained in the MSPE. The student will receive a letter stipulating the requirements for their return to school.

An LOA on medical grounds requires documentation from an appropriate health care provider.

An LOA for research or academic enrichment outside of an existing SOM dual degree requires appropriate documentation three months prior to the start of the LOA.

A student may be administratively placed on an academic remediation LOA. (See the Advancement, Graduation & Dismissal Policy) Students on an academic remediation LOA must meet with the Office of Academic Support to develop a remediation plan.

A student may request a personal LOA. The student must meet with a Student Affairs dean for individualized advising and coordination.

A student whose coursework is interrupted by an LOA or a mandatory medical evaluation cannot resume participation in research, student, didactic, or clinical activities without permission of a Student Affairs dean and may need medical clearance in writing by a designated health care professional. If required, the clearance must be submitted to a Student Affairs dean and must identify any restrictions on the student’s continued participation in academic activity.

Students who take an LOA may be subject to changes in their graduation requirements.

A student who wishes to extend their current LOA must submit the request to the Office of Student Affairs. The request for extension should be made at least one month prior to the end date of the LOA. An extension of an LOA is not automatic and must be approved by the Dean. (see Six Year Rule)

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Permission to resume coursework following an LOA is subject to the terms of the LOA approval letter. Students are required to attest that they meet the Technical Standards and Essential Requirements for a medical student prior to their return from an LOA. A request to return from an LOA may be denied. Failure to meet the conditions of the LOA, failure to provide final confirmation of plans to return, or failure to meet the technical standards, may result in a withdrawal of registration or a dismissal from school.

When requesting an LOA students must complete and submit the [LOA checklist](#). While on LOA:

1. Students cannot participate in pre-clerkship electives or clinical activities.
2. Students cannot serve in elected or leadership positions within student government or officially recognized student groups.
3. Students cannot serve as a representative of the school.
4. Students cannot make use of University facilities and services.
5. Students must continue to check their school email.

Requests for a second LOA may be granted only under exceptional circumstances.

Military Leave of Absence

In accordance with the UMB Policy on Students Who Are Called to Active Military Duty During a National or International Crisis or Conflict, students called to active duty must notify OSA promptly and provide a copy of their orders. Upon receipt of proper documentation, OSA will forward this information to the UMB Office of the Registrar, which will make the appropriate change in the Student Information System. Students who take leave under these circumstances may receive special consideration regarding financial obligations and academic requirements. A military leave of absence does not count against the time limit for completing the M.D. degree.

Stopping Out

“Stopping out” is defined as a failure to enroll or complete coursework for one or more terms without adhering to the official LOA or withdrawal policy. A student who stops out will be dismissed from school. (see Advancement, Graduation & Dismissal Policy)

Procedures

Requesting a Leave of Absence

Extending a Leave of Absence

Returning from a Leave of Absence

Leave of Absence Policy

Exceptions

Sanctions

Definitions

Forms

LOA Checklist

Related Policies/Procedures

Probation Policy

Insurance Policy

UMB POLICY ON STUDENTS WHO ARE CALLED TO ACTIVE MILITARY DUTY DURING A NATIONAL OR INTERNATIONAL CRISIS OR CONFLICT: <https://www.umaryland.edu/policies-and-procedures/library/student-affairs/policies/v-700a.php>

History

Revised: November 16, 2015

Approved: July 21, 2020

Review Cycle