

Virginia Tech Carilion School of Medicine (VTC SOM)

Statement: Leave of Absence
Subject: Student Affairs
Administrator: A. Knight
Rev.: 3
Original date: 9/1/2010
Revision dates: 12/14/2016, 10/27/2017

1 Policy

Students who are unable to complete required courses or clerkships due to illness, hardship or special circumstances must immediately contact the Office of Student Affairs. A student in good academic standing may request a leave of absence for health or other personal reasons. The student requesting a leave of absence must submit a letter outlining the reasons for the request to the Senior Dean for Student Affairs. The Senior Dean for Student Affairs may approve short-term leave for periods of 2 weeks or less (see below). This action will be reported to the Medical Student Performance and Promotion Committee (MSPPC). Leave periods of time greater than two weeks require review and approval of the MSPPC. It should be noted that the structure of the phase 1 curriculum makes it difficult for a student to take a prolonged leave of absence.

2 Procedures

Leave of Absence, Academic

Only the MSPPC can place a student on academic leave of absence. During an academic leave of absence, the student is required to update to the MSPPC chair every 90 days. This update can be in-person or through the Senior Dean for Student Affairs. Only the MSPPC can approve the return to coursework from an academic leave of absence.

Leave of Absence, Disciplinary

Only the MSPPC can place a student on a disciplinary leave of absence, or approve the return of a student to coursework from a disciplinary leave of absence. The MSPPC may consider requests to return from a disciplinary leave of absence when the student has completed the terms requested by the MSPPC, which may in some circumstances include a mandatory psychiatric, psychological, and/or substance abuse evaluation.

Leave of Absence, Educational/Research

The Senior Dean for Student Affairs may grant educational and/or research leaves of absence upon recommendations from the Senior Deans for Academic Affairs and Research. See the Year out for Educational Enrichment or Research policy for the process by which a student may apply for and be granted a year out for educational enrichment or research. During an educational/research leave of absence, the student is required to update to the MSPPC chair every 90 days. This update can be in-person or through the Senior Dean for Student Affairs. The MSPPC will be made aware of such students and only the MSPPC can approve the return to coursework from such educational and/or research leaves of absence.

Leave of Absence, Personal/Medical

Personal/medical leaves of absence of up to two weeks, including maternity leave, may be granted by the Senior Dean for Student Affairs, at his/her discretion, to students who have compelling personal circumstances that are temporarily impeding their academic progress, or for documented medical reasons. Requests for a personal/medical leave of absence beyond two weeks must be approved by the MSPPC. Only the MSPPC may return students from personal/medical leaves of absence. During a personal/medical leave of absence, the student is required to update to the MSPPC chair every 60 days. This update can be in-person or through the Senior Dean for Student Affairs. The MSPPC or the Senior Dean for Student Affairs, in consultation with the Chair of the MSPPC, may require a student to submit a physician's evaluation or undergo a psychiatric, psychological, and/or substance abuse evaluation before considering a request to return to coursework from a medical/personal leave of absence.

Leave of Absence Restrictions

Only one leave of absence will be granted to a student in any 12-month period except as provided in the Federal Title IV Refund Regulations, or at the discretion of the MSPPC in consultation with the Senior Dean for Academic Affairs and the Senior Dean for Student Affairs. A leave of absence extending beyond 180 days must be revisited by the MSPPC to verify the student's status. For Federal Title IV aid purposes, a leave of absence cannot exceed 180 days within 12-month period. A leave of absence shall not exceed 12 months. If after the maximum permissible period of a leave of absence the student does not return, it will result in an administrative withdrawal of the student from VTCSOM. After that time, the student will be considered a readmission applicant, unless an extension of the leave of absence has been granted by the MSPPC.

The student must request the leave of absence in writing by completing the Enrollment Status Change Form through the Registrar's Office after consultation with the Senior Dean for Academic Affairs and the Senior Dean for Student Affairs. This request must state an intended date of return to VTCSOM. A copy of this form must be sent to the Registrar, the Bursar, Financial Aid department, the Senior Dean for Academic Affairs and the Senior Dean for Student Affairs. If however, due to unforeseen circumstances, a student is prevented from completing the Enrollment Status Change Form, the student's request for a leave of absence may be granted by the MSPPC provided that the committee Chair documents the reason for the committee's decision and then later collects the signed form from the student.

After consulting with the student, the MSPPC may place specific conditions for the student's return. The student on leave of absence must satisfy any conditions of the leave before re-entering and must comply with the course sequence and/or any curricular changes at the time of re-entry. A student's return is subject to available space at the time.

At the end of the requested leave of absence, the student must return or is considered to have withdrawn. Please refer to the VTCSOM Withdrawal Refund Policy for additional information.

Students receiving Title IV aid (i.e. Federal Student Loans) must meet with a financial aid coordinator prior to a leave of absence's approval to discuss the effects on Federal Student Aid if the student does not return from the leave of absence.