Policy Title
Leave of Absence, Administrative Leave, and Withdrawal Policy

Identifier
USCSOMG - ACAF – 4.02

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LCME Standards

Scope
University of South Carolina School of Medicine Greenville (USCSOMG) students

Policy Statement

Leave of Absence
For a variety of reasons, it may become necessary for a student to take a leave of absence from his/her medical education. It is appropriate under such circumstances that the student presents all available information and details of the situation to the Office of Student Affairs. The Associate Dean of Student Affairs will review the request with the Office of Academic Affairs, and together they will forward a recommendation to the Dean regarding the leave of absence. A student who leaves the school in good academic standing and returns will not be considered as repeating the semester or year. A student who leaves the school not in good academic standing and returns will be considered as repeating the semester or year. Any student granted a leave of absence is assigned a grade of W in all courses or clerkships in which he or she was enrolled. In that a leave of absence relieves the student of usual academic responsibilities in the USC School of Medicine Greenville, a leave of absence may be granted with stated conditions, stipulations, and/or contingencies that are in the best interest of the student.

Administrative Leave
During the course of a student’s medical education it may become necessary for the student to be placed on administrative leave. A student may be placed on administrative leave due to academic, personal, and/or professional reasons. The Associate Dean for Student Affairs and Admissions or the Associate/Assistant Dean for Academic Affairs, in consultation with the Dean, may place a student on administrative leave.

Withdrawal
Occasionally a student may decide to withdraw from the USC School of Medicine Greenville without an approved leave of absence. All withdrawals will be made in accordance with University of South Carolina policies if the student is to receive a tuition refund and have the proper grades recorded on the transcript. USCSOMG uses the University of South Carolina schedule for refunds for any student who is dismissed or who withdraws from courses. A student who withdraws from the USCSOMG and subsequently wishes to return to school must reapply to the school as a new applicant.
Reason for Policy
Understanding circumstances happen that interfere and may interrupt a student’s progress, the policy is designed to outline the procedures that would allow the continuation of a student’s medical education.

Procedures
Leave of Absence:
1. Procedure:
   a. Each student who requests a leave of absence will meet with the Associate Dean for Student Affairs and Admissions to discuss the process. After the meeting, the student must provide a written request for the leave of absence including a brief reason for the request to the Office of Student Affairs.
   b. The Associate Dean for Student Affairs and Admissions will confer with the Assistant/Associate Dean for Academic Affairs about the leave request, and then present their recommendation for granting leave to the Dean, including information on the student’s current academic standing, and a recommendation regarding the length of the student’s leave.
   c. After review by the Dean, the student will receive a letter informing them of the Dean’s decision with details of the approved leave. A copy of this letter will be added to the student file.

2. Length of a Leave of Absence:
   a. No leave of absence will be granted for a period of time exceeding 12 consecutive months.
   b. Any student taking a leave of absence for more than 16 weeks during the third year or fourth year of the medical curriculum may be required to complete the entire third year or fourth year in sequence upon a return to full-time student status.

3. Number of Leaves of Absence:
   a. Except under extraordinary circumstances, the USC School of Medicine Greenville will grant only one leave of absence to any student during his/her medical education.

4. Return from Leave of Absence:
   a. The Associate Dean for Student Affairs and Admissions and Assistant/Associate Dean for Academic Affairs reserve the right to require a meeting with a student prior to his/her return from a leave of absence in order to document the ability to resume full-time student status in the School of Medicine. At this meeting, the student may submit statements and/or professional opinions that the student believes will support that he/she is prepared to resume full-time student status. The Deans will review the information presented by the student and make a determination of the student’s readiness to return.
   b. The USC School of Medicine Greenville reserves the right to require a student to undergo an independent evaluation, by a physician mutually agreeable to the student and the School of Medicine, to assess the student’s ability to resume the rigors of medical education prior to the student’s return from a leave of absence to full-time student status. This evaluation will be completed at the expense of USC School of Medicine Greenville.

Administrative Leave:
1. Any student who is unsuccessful on a first or second attempt at Step 1 of the United States Medical Licensing Examination (USMLE) will be placed on administrative leave in accordance with the policies and procedures for promotion and graduation.

2. In accordance with SEPC or HPC recommendations, a student may be placed on administrative leave for academic or professionalism concerns.

Withdrawal:
In consultation with the Associate Dean of Student Affairs and Admissions, the Associate/Assistant Dean of Academic Affairs, and other mentors/success coaches, students will be advised of the withdrawal process and the necessary forms and procedures for submitting a withdrawal request. Documentation will be submitted to the Registrar who will update the USC Student Record and schedule tuition refunds as appropriate.
Sanctions
Failure to follow the terms of the leave of absence may require the student to appear before the Student Evaluation and Promotions Committee for failure to progress.

Additional Contacts
Office of Student Affairs
Office of Academic Affairs
Office of Financial Aid
USC School of Medicine Greenville Registrar
University of South Carolina Registrar

Related Information
USCSOMG-FINA-2.0-Tuition Refund Policy

History
- Date of Change: 7/11/2018
- Change: Move to standardized template
- Reason for Change: LCME CQI