



Policy Title

Leave of Absence and Withdrawal

Identifier

UofSCSOMG - ACAF – 4.02

Prepared by: Office for Academic Affairs	
Reviewed by: Associate Dean for Curriculum, Associate Dean for Student Affairs and Admissions	Review Date: 07/09/2019
Approved by: UofSCSOMG Policy Committee	Approval Date: 07/09/2019
	Effective Date: 07/15/2019

LCME Standards

11.0

Scope

University of South Carolina (UofSC) School of Medicine Greenville staff and students

Policy Statement

Leave of Absence

For a variety of reasons, (including academic difficulty, academic enrichment, or personal), it may become necessary for a student to request 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 for Student Affairs. For record-keeping purposes, the student should fill out this [Request to Change Student Enrollment Status](#) form to make a Leave of Absence request. The Associate Dean for Student Affairs and Admissions will review the request and make a decision on the approval of the request. Approved requests will be forwarded to the Associate Dean for Curriculum, the Senior Associate Dean for Academic Affairs, and the Manager of Financial Aid and Registration.

During the course of a student’s medical education it may become necessary for the student to be placed on a Leave of Absence. The reasons for this may include academic difficulty, academic enrichment, or personal. 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 a leave of absence in accordance with the policies and procedures for promotion and graduation. In accordance with Student Evaluation and Promotion Committee (SEPC) or Honor

and Professionalism Committee (HPC) recommendations, a student may be placed on a leave of absence for academic or professionalism concerns.

A student who leaves the school in good academic standing and returns will not be considered as repeating the module or 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 UofSC 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.

Withdrawal

Occasionally a student may decide to withdraw from the UofSC School of Medicine Greenville without an approved leave of absence. All withdrawals will be made in accordance with UofSC policies if the student is to receive a tuition refund and have the proper grades recorded on the transcript. UofSC School of Medicine Greenville uses the UofSC schedule for refunds for any student who is dismissed or who withdraws from courses. A student who withdraws from the UofSC School of Medicine Greenville 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 using [Request to Change Student Enrollment Status](#) including a brief reason for the request to the Associate Dean for Student Affairs and Admissions. The student should also provide an estimated return date.
- b. The Associate Dean for Student Affairs and Admissions may confer with the Associate Dean for Curriculum/Senior Associate Dean for Academic Affairs about the leave request, and the Associate Dean for Student Affairs and Admissions will make a decision on the approval, including information on the student's current academic standing, and a recommendation regarding the length of the student's leave.
- c. The student will receive a letter informing them of the Associate Dean for Student Affairs and Admissions' decision with details of the approved leave. A copy of this letter will be added to the student file. Approved requests will be forwarded to the Associate Dean for Curriculum, the Senior Associate Dean for Academic Affairs, and the Manager of Financial Aid and Registration.

2. Length of a Leave of Absence:

- a. Except under extraordinary circumstances, 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.

- c. Per the Requirements for Graduation Policy, students enrolled in the UofSC School of Medicine Greenville will have six (6) years from the date of matriculation to complete their degree for Doctor of Medicine exclusive of any additional time needed to complete a dual degree.
3. Return from Leave of Absence:
 - a. The Associate Dean for Student Affairs and Admissions and/or Associate Dean for Curriculum/Senior 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 UofSC School of Medicine Greenville. 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 Associate Deans will review the information presented by the student and make a determination of the student's readiness to return.
 - b. The UofSC School of Medicine Greenville reserves the right to require a student to undergo an independent medical and/or psychiatric evaluation, by a physician mutually agreeable to the student and the UofSC School of Medicine Greenville, 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 UofSC School of Medicine Greenville.

Withdrawal:

In consultation with the Associate Dean for Student Affairs and Admissions, the Associate Dean for Curriculum, Senior Associate Dean for 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 UofSC 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 (SEPC) for failure to progress.

Additional Contacts

Office for Student Affairs
Office for Academic Affairs
Office for Financial Aid
UofSC School of Medicine Greenville Registrar
University of South Carolina Registrar

Related Information

UofSCSOMG – FINA – 2.00 Tuition Refund
UofSCSOMG – ACAF – 4.03 Requirements for Graduation

History

Date of Change	Change
August 2021	Link to form has been updated for administrative purposes. Formal approval not required.
July 2019	Clarified approval and notification process, added a form to make a request. Removed Administrative Leave language. Removed language that students are limited to one LOA. Added language that students must graduate in 6 years. Editorial changes made due to branding updates and titles
July 2018	Policy formalized into standardized template, LCME CQI