



**Charles R. Drew University of Medicine and Science**  
"A Private University with a Public Mission"

**LEAVE OF ABSENCE (VOLUNTARY OR INVOLUNTARY) POLICY**

**POLICY: # 318.8c**

**Supersedes: N/A**

**Issuing Officer:** Dean, College of Medicine  
**Responsible Office:** Office of Medical Education  
**Effective Date:** October 3, 2024  
**Pending Revise / Review Date:** 10/3/27

**I. PURPOSE:**

*The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools ensure that there is a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal. (LCME 9.9)*

**II. POLICY STATEMENT:**

*Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) MD Program defines a leave of absence as a period of non-enrollment during which a medical student is not actively working on the requirements for the MD degree at the CDU COM. A leave of absence maybe voluntary or involuntary. Approval for a leave of absence (LOA) (voluntary or involuntary) will/can be granted by either the Medical Student Evaluation and Promotions (MSEP) Committee or the Associate Dean for Student Affairs (or their designee), depending on the classification of the leave.*

*Permission for a leave of absence is not guaranteed unless required by law. Leave may be permitted for one year with the possibility of an additional year extension. Exceptions to this maximum time are rare and must be approved by the MSEP. Failure to return from an approved leave of absence the*

*student will automatically be considered withdrawn. This will result in administrative withdrawal from the CDU COM.*

*Students considering a leave of absence should meet with their academic advisor/Society advisor, the registrar and financial aid.*

*While on leave, students are not allowed to hold any student leadership positions within the medical school or any roles representing the medical school in organizations such as SNMA, LMSA, class councils, Graduate Student Government, AAMC Organization of Student Representatives, and student interest groups.*

*Any student absent from CDU COM in the pre-clerkship years for 30 days or more and does not have an approved LOA will be absent without leave and will be administratively withdrawn from CDU COM.*

### **III. POLICY:**

#### **Types of Leaves of Absence:**

*There are two types of leaves of absence: **voluntary** and **involuntary**.*

#### **1. Voluntary Leave**

*Voluntary leave is defined as a student request for a leave of absence. A student may request a voluntary leave of absence complete the following:*

- *Notify the Associate Dean of Students no less than 30 days prior to the anticipated start of the requested leave of absence. The student must indicate the start and end dates of the proposed leave.*
  - *If the leave is approved the student should receive documentation from the Dean of Students, the Registrar's Office and the Financial Aid Office (if the student is receiving aid).*
  - *If the student is receiving financial aid the student must meet with the financial aid officer to complete an exit interview.*
- a. Medical Leave:** *For medical reasons requiring a break from the curriculum. Students on health leave must obtain permission from the Associate Dean for Student Affairs (or their designee) to participate in academic and co-curricular activities, including studying for exams, shadowing, and research.*
- b. Research Leave:** *Any student requesting an academic leave of absence to participate in research provide a letter of commitment from their to the desired program Principal investigator. The financial support for the desired research program will be the student's responsibility. We strongly encourage students to have their financial support in place prior to requesting a research leave of absence.*
- c. Academic Leave:** *Any student requesting an academic leave of absence to complete another degree such as MPH, MBA, or PhD, must provide a letter of admission to the desired program. Students will be notified that during this leave of absence they will not receive financial support from CDU COM. The financial support for the desired degree program will be the student's responsibility. We strongly encourage students to have their financial support in place prior to requesting a academic leave of absence.*

- d. **Other/Personal Leave:** For personal reasons not covered by the other categories. Students may not be employed without prior approval from the Associate Dean for Student Affairs (or their designee). Final approval is determined by the Associate Dean for Student Affairs (or their designee).

Examples of reasons for a Personal Leave of Absence include but are not limited:

1. Loss of a loved one or family member
2. Need to care for a loved one or family member
3. Any personal situation preventing participation in the curriculum

### **Procedure for Requesting a Voluntary Leave of Absence**

Students considering a voluntary leave of absence must:

- Submit a Request for Leave of Absence request for consideration by the Associate Dean for Student Affairs.
- Meet with the Associate Dean for Student Affairs to discuss the request.
- The Associate Dean for Student Affairs (or their designee) will determine if the leave is approved or if the request must be reviewed by the MSEP.

## **2. Involuntary Leave**

Involuntary leave is defined as an involuntary leave of absence as required by CDU COM and/or University policies.

Involuntary leaves of absence may include:

- a. **Academic Remediation Leave:** For students needing time away from the curriculum to remediate curricular content and/or a USMLE exam, as dictated by MSEP.
- b. **Administrative Leave:** A school-mandated leave to address academic, professionalism, or technical standard deficiencies. The Associate Dean for Student Affairs (or their designee) or the MSEP may place a student on administrative leave, guided by the Code of Professional Behavior and other relevant policies.
- c. **Mandated Medical or Wellness Leave:** Designed to assist students under the following conditions:
  - The student presents a substantial risk of harm to self or others or has engaged in threatening or violent activities.
  - The student significantly disrupts university activities, and the disruption is deemed related to a health condition.
  - The student is unable or unwilling to carry out substantial self-care obligations or participate meaningfully in educational activities.

### **Procedure for Involuntary Leaves**

Students placed on involuntary leave for a mandated health leave, academic remediation leave, or administrative leave will be notified in writing by the Associate Dean for Student Affairs (or designee) and the MSEP Committee.

### **Requests for Extensions**

*Requests to extend a leave must be submitted in writing to the Office of Student Affairs. These requests are reviewed annually by the MSEP. Extensions beyond two years of voluntary leave must be approved by the MSEP.*

### **Requirements for Returning from a Leave of Absence**

*Students returning from a voluntary leave of absence must submit a Request to Return from a Leave of Absence in writing to the Office of Student Affairs by the deadline indicated. If the request is not received by the deadline, an administrative withdrawal may be processed. The Associate Dean for Student Affairs (or their designee) will determine if the return is approved and notify the CDU Registrar.*

*Students returning from involuntary leave must have approval from the appropriate office and must have satisfied all conditions required during the leave. Return after leave requires meeting all progression requirements. All returning students are held to current CDU policies.*

*Students are responsible for meeting all deadlines occurring during the leave, including scheduling deadlines, USMLE exam dates, and NRMP deadlines. They must certify their capability to meet the Essential Technical Standards. Students returning from a leave of three years or more may be required to complete additional activities before beginning required clerkships.*

### **IV. APPLICABILITY:**

*The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.*

### **V. DEFINITIONS:**

*Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.*

*Medical Students Evaluation and Promotions (MSEP) Committee is the committee responsible for 1) reviewing the academic and professional progress of all students as they progress through the curriculum, 2) recommending students for advancement to the next level of training, 3) deciding on appropriate action for students earning one or more academic deficiency, and 4) final review and certification that each student has met all required outcome measures and standards of achievement for graduation.*

### **VI. RELATED POLICIES/FORMS:**

- *Request for Medical Leave of Absence (MLOA) Form*
- *Medical Students Evaluation and Promotions (MSEP) Committee Policy*

### **VII. RELATED LINKS:**

- *LCME Standards, Publications, & Notification [Forms](#)*
- *CDU Academic [Catalog](#)*

### VIII. POLICY HISTORY:

Review Dates:	Change Description:
6/18/24	New Policy. Approved by the EPCC 6/18/24
10/3/24	Policy reviewed by CDU Policy Committee – no conflict with university policies.



**REQUEST FOR MEDICAL LEAVE OF ABSENCE (MLOA)**

To receive approval for your request for a leave of absence this form must be accompanied by an official letter from your health care provider. This letter should document the date of onset of illness, dates of medical care, general nature of your medical condition, why/how it prevented completion of your coursework, date of anticipated return to the COM/curriculum, and the last date you were able to attend class.

**NOTE: A medical leave of absence (MLOA) is granted for up to one year with the possibility of a one-year extension. Request for medical leave of absence are granted on a case-by-case basis, after review by the Associate Dean of Student Affairs and Admissions.**

Student Name (Print Clearly): \_\_\_\_\_ SID: \_\_\_\_\_

Current Telephone #: \_\_\_\_\_

**STUDENT CHECKLIST**

- Attach a signed and dated copy of letter from health care provider
- If you receive financial aid, you must schedule an appointment with the School of Medicine Financial Aid Office to discuss how your leave affects your current financial aid eligibility. It is your responsibility to understand the Satisfactory Academic Progress Policy and its relation to Leaves of Absence and Withdrawals
- Update your contact information with the Office of Student Affairs.

Class Level:  1st Year  2nd Year  3rd Year  4th Year

Requested leave date (Month, Day & Year): \_\_\_\_\_ Anticipated return date (Month & Year): \_\_\_\_\_

I have considered all academic and financial ramifications of my request, effective on the date I have requested.

I understand that if I do not fulfill my USMLE requirements, as applicable, my request for a leave is null and void and may require my return to the curriculum or my leave being changed to an Administrative Leave

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only

Hold – Pending the following: \_\_\_\_\_

Denied Reason(s): \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean Student Affairs and Admissions

Effective start date: \_\_\_\_\_ Expected return date: \_\_\_\_\_

Return as:  1st Year/ Repeat  2nd Year/ Repeat  3rd Year/ Repeat  4th Year/ Repeat

7/22/2021