

Effective Date: January 1, 2019

Retired:

Revised:

Approved by:

Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research

Subject: Leave of Absence Policy in the PA Sciences Program

PURPOSE:

The purpose of this policy is:

To outline the rights and responsibilities of Meharry Medical College Physician Assistant students requiring a leave of absence from the Physician Assistant Sciences Program (MMC PA).

POLICY STATEMENT:

Students may request a leave of absence only for extraordinary personal or illness reasons.

Extraordinary personal or family problems or illness may require a leave of absence. Academic difficulty in itself is not a sufficient reason to request a leave of absence. Lengthy absences for less compelling reasons usually are not approved because of the adverse effects of a hiatus on the systematically integrated medical curriculum.

Leaves of absence may be granted for up to one year and require review and approval by the Program Director of the MMC PA Program. All requests must be made in writing and submitted to the Program Director of the MMC PA Program.

DEFINITIONS:

PROCEDURE:

Students requesting a leave of absence during the didactic phase of training will remain on leave and resume the didactic phase at the beginning of the courses that were interrupted by their leave of absence. In-progress courses interrupted by the student's leave of absence must be retaken in their entirety, regardless of how this affects the student's continuity within the Program.

Leave of absences may be granted for up to one year. It is the MMC PA Student Progress Committee's (SPC) discretion when the student will restart in the Program. The decision will be based upon knowledge currency, continuity and availability of courses.

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Students requesting a leave of absence in the clinical phase must take leave in one-month increments. Students who begin an approved leave of absence during a clinical course and have completed the minimum number of patient contact hours (116 hours) will not be required to repeat the course. However, students will be required to complete the end of rotation (EOR) exam and requirements for the previous course no later than one business day prior to advancing to the next clinical course. Students who have not completed the minimum number of patient contact hours will be required to repeat the course. Students must complete all clinical courses in order to fulfill graduation requirements regardless of the length of the leave of absence.

Students who are on a leave of absence are not enrolled in the School of Graduate Studies & Research. Health and disability insurance coverage may be affected while on leave. Students on a leave cannot receive financial aid. Loan deferment may continue while a student is on an official leave of absence from the School.

The College considers a student on a leave of absence to be in continuous enrollment and, therefore, subject to adhering to all College compliance issues. It is the responsibility of the student to request a leave of absence. It is not the responsibility of the MMC PA Program to recommend a leave of absence to a student. Taking a leave of absence will delay the date of program completion and may affect the date of graduation. A leave of absence will effect financial aid impact and should be discussed with the Financial Aid Office.

All leave of absence requests must be approved in advance and requests must be made using the MMC PA Program's form available online format.

One month prior to an anticipated return, the student must request in writing (using the MMC PA Program's form listed above), termination of leave of absence for reinstatement to active status. The student may be required to provide official documentation to return, including professional documentation of meeting the Educational Technical Standards for Admission, Retention, and Graduation. Extensions of the leave of absence may be requested, but not necessarily granted. If granted, the extension will not exceed one additional year. Failure of such requests will result in automatic dismissal.

EXHIBITS:

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Student Request for Leave or Return from Leave of Absence

Student Name (please print)			Student ID Number	Current Date
Last Name	First Name	Middle		

Request For Leave of Absence

Begin Date	Last Day or Class Attendance	End Date		
College	Major	Year in Program	Degree Name	Exp. Grad. Date
Reason:				

Have you received federal student financial aid funds? Yes No

If yes, after 180 days of starting on a Leave of Absence, the student will begin using grace period on student loans.

Return From Leave of Absence

NOTE: STUDENT WILL HAVE TO REAPPLY IF LEAVE OF ABSENCE EXCEEDS BEYOND THREE CONSECUTIVE SEMESTERS

Last Year and Semester Enrolled			Year and Semester Returning		
	School	Major/Plan	Year in Program	Degree Name	Exp. Grad. Date
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> In Full Standing <input type="checkbox"/> On Probation					

POLICY

Students may request a leave of absence. The major department and the School must approve a leave. Graduate students must get approval from the Graduate School Dean. If granted, the student will be allowed to remain out of school for no more than one academic year. For example, if a student completes the fall semester and is granted a leave of absence beginning the next spring semester, the student may remain on leave of absence for the spring semester, the summer semester and the following fall semester, but enrollment will be required by the next spring semester.

If a student does not reenroll within one academic year, then a new leave of absence must be granted or readmission to the program will be required for future enrollment.

Authorizations and Signatures

Student Signature	Date



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