Medical Leave of Absence: If a student’s health condition impedes their academic progress, a student may request a medical leave of absence from a program through a written statement to their program director who will forward the request to the Associate Dean for Graduate Education for processing.

The Associate Dean, in conjunction with the relevant Program, will establish what if any conditions apply to the reinstatement processes, including any reasonable conditions the student will be required to satisfy to be reinstated while considering the student’s reason for taking leave, current medical knowledge and/or the best available objective evidence of the student’s ability to function academically at the university with or without accommodations. Careful consideration will be given to available opinions and recommendations of a qualified health care professional who treated the student.

If the request for medical leave of absence is approved, the student’s academic record will reflect a grade of W for all enrolled courses that term. Tuition and fees are charged in the same manner as other withdrawals. Students should consult the Office of Financial Aid to understand the potential negative impact of a leave of absence or withdrawal, for any reason, on their academic progress and future financial aid in relation to satisfactory academic progress.

Once a leave of absence has been granted, a registration hold is placed on the student’s record, which prevents registration activity for any future term. A student on leave must complete the university’s medical leave of absence reinstatement process and be approved for reinstatement in order for the registration hold to be removed.

Medical leave of absence reinstatement process: The student wishing to be reinstated must provide evidence to the Associate Dean for Graduate Education of their readiness to return, including documentation from a qualified health care professional who treated the student during their leave. The Associate Dean for Graduate Education, in conjunction with the relevant Program, Advisor and other VCU personnel/offices as necessary, will review the evidence and determine whether the student is ready to return to their training.

Adapted from the VCU Bulletin. Students should see the VCU Bulletin for additional information.

Approved by the School of Medicine Graduate Programs Committee: pending