

LOA Considerations

Students can request a leave of absence for any reason. To systematically document all relevant facts at the time of the request, the following points and questions should be addressed in writing or via discussion with the associate dean for graduate education in SOM before final approval of the change can be made.

- Do we have a written request from the student?
 - When start?
 - When stop?
- Are there student safety issues involved?
- Are there institutional safety issues involved?
- Is a reinstatement plan necessary?
 - Healthcare provider letter indicating ready to re-engage for example
- Is the student enrolled for courses during the anticipated LOA period?
 - Has the student withdrawn from all courses for the LOA period?
 - Has the program late withdrawn student from all courses for the LOA period?
- Is the advisor aware of the LOA? Is there a plan to reintegrate the student into research project upon return from LOA?
- Is the student aware of the
 - time-limit to degree?
 - general impact of LOA on degree progression wrt to research and classroom training?
 - impact of LOA on financial support and when the financial support would start?
 - impact of LOA on financial aid?
- Is the student receiving support from SOM Dean's office, Department or Advisor?
 - Have the fiscal personnel been notified?
 - SOM Dean's Office
 - Departmental fiscal administrator
 - Advisor
- Is the student a fellowship recipient?
 - Has the fellowship sponsor been notified?
- Is the student on a training grant?
 - Has the training grant PI been notified?
- Is there anything else that should be discussed or documented?

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