

College of Health Professions Leave of Absence Policy

The CHP Leave of Absence Policy exists to bring some standardization to the process of requesting a Leave of Absence in the College. Some programs within CHP also have a Leave of Absence policy. Should there be a difference between the CHP Leave of Absence Policy and that of the program, the program policy takes precedence.

With approval of the student's program director and the associate dean for academic affairs, a student may take a Leave of Absence for non-academic reasons such as family care, serious illness or accident, or other extenuating reasons. A Leave of Absence may be granted for up to one year to students in good academic standing. The Leave of Absence offers the student the opportunity to leave school temporarily with the assurance that studies can be resumed with minimal administrative difficulty.

To initiate a Leave of Absence, the student must (1) discuss his/her plans with the program director and (2) then make a formal request in writing (see Request for Leave of Absence form) to the associate dean for academic affairs. The formal request must include a plan by the program director or department chair to integrate the student into the program upon completion of the leave and verification that the student is currently in good academic standing. The associate dean will approve or deny the leave request and communicate the outcome in writing to the student and program director or department chair. If the student is not satisfied with the decision of the associate dean, he/she may appeal to the dean of the college within five working days of being informed of the associate dean's decision. The appeal must be in writing and state the rationale for reconsideration.

If a student is granted a Leave of Absence before the end of a semester, a grade of I (Incomplete) may be recorded for each course that has not been completed, on the condition that the student is in good academic standing in the course at the time of the Leave of Absence, i.e., the student's grade in each course is satisfactory by the program's published standards. The student is required to complete requirements for these courses under conditions prescribed by the program director or department chair.

A student must inform the program director or department chairman in writing of his/her intention to return by the program application deadline to assure clinical space for the returning student. Students on Leave of Absence are not eligible for student health services including visits to the Wellness Center. They do, however, retain access to their UAMS Internet account.

A Leave of Absence does not automatically override a program requirement to complete the degree within a required period of time. However, the program director or department chair may take the Leave of Absence into consideration if extension is requested.

Financial obligations to the University for past periods of enrollment are not waived by a leave of absence. Certain regulations exist with regard to the financial impact of a leave of absence. Anyone contemplating a leave is advised to look into the regulations and discuss them with personnel in Student Financial Services.

**College of Health Professions
Request for Leave of Absence**



Student's Name: _____

Date: _____

Reason for Requesting a Leave of Absence (LOA) (documentation may be required):

I verify that the above student is in academic good standing.

Registrar

Date

Program Director or Chairman

Date

I have met with the student to discuss the implications of Title IV return of funds.

Student Financial Services – Student Loan Debt Manager
Janice Nottenkamper
501-686-7812; jenottenkamper@uams.edu

Date

Please describe the plans to integrate the student into the academic program upon the conclusion of the LOA. Indicate when the LOA will begin and end. Explain how the student will complete the program of study indicating when courses and clinical rotations will be completed. Attach additional documentation as needed.

Student's Signature:

Date

Program Director/Chairman's Signature

Date

Associate Dean for Academic Affairs' Signature

Date