
Procedure: Student Request for Leave of Absence

Number: 02.23.01

Implementation Date: 3/31/2023

Revision Dates: N/A

Section: Student Affairs

Area:

Subject: Student Leave of Absence

PURPOSE: To standardize the process for a student leave of absence request

SCOPE: Applies to all student leave of absence requests in the College of Health Professions

PROCEDURE

1. Student meets with chair/program director to determine if a leave of absence (LOA) is feasible.
2. A LOA may be considered for non-academic reasons such as family care, illness, accident, or other extenuating circumstances.
3. The following are required for a student to be eligible for consideration of a LOA and must be verified by the chair/program director: 1) student must be in good academic standing (defined below); 2) student must have completed or must drop all courses for which they have enrolled since a leave of absence cannot be granted if a student has an outstanding/incomplete grade; and 3) student must be committed to a specified return date. In most cases, a student must have successfully completed at least one (1) semester of the CHP program they are enrolled in to take a LOA. Successful completion is defined as meeting or exceeding the minimum academic requirements of the program. In rare instances a LOA may be considered for students who have not yet completed one semester of a CHP program. In such cases, extenuating circumstances must be presented and the chair/program director in consultation with the associate dean for academic affairs (ADAA) will determine if a LOA can be granted.
4. If the chair/program director supports the LOA request, the student should complete the LOA request form outlining all of the required items. The form is available at the Office of the University Registrar website.
5. The student submits the request form to the chair/program director.
6. The chair/program director will develop a written plan that outlines how the student will integrate back into the program when they return from the LOA. This may require additional assignments, clinic time or any other activities the chair/program director deems necessary to ensure the student is prepared to continue in the program. The plan should also include a deadline by which the student must contact the chair/program director initiating the process to return from the LOA (e.g., if the student plans to return in the fall semester, the student may be given a deadline in early spring to contact the department).
7. The chair/program director submits the LOA request form and re-entry plan to the ADAA for review. If the student is currently enrolled in courses, a drop form listing all courses for which the student is enrolled must also be submitted to the ADAA. Marks of "W" or "WP/WF" should be assigned for the dropped courses.
8. The ADAA will notify the chair/program director in writing if the request is approved or denied and the chair/program director will notify the student of the decision. If the ADAA approves the request, it will be forwarded to the Registrar's Office and Student Financial Services. If the ADAA denies the request and the student is not satisfied with the decision, they may appeal to the CHP

Dean within two business days of notification. The student must submit the appeal in writing via UAMS email to the Dean and the rationale for reconsideration must be stated.

9. If a LOA is approved, the "UAMS Academic Affairs Policy 2.2.10 Student Leave of Absence" will be followed. In order to return from a LOA, the student must initiate the steps outlined in the policy. Students must initiate the request to return from a LOA on or before the deadline that the program established (described in #6 above).
10. Students on LOA retain UAMS email access and it is the student's responsibility to stay in communication with the CHP program during the LOA, notifying the program immediately if circumstances change and they will not be able to return. If a student does not contact the program by the designated deadline (described in #6 above) and the student is unresponsive to the program's attempts to contact them, the student will be administratively withdrawn from the program one week after the deadline set by the program.

DEFINITIONS

Good academic standing: The College of Health Professions defines good academic standing as achieving a grade of "C" or higher in all courses and maintaining a program GPA of 2.0 or higher. Programs reserve the right to impose more stringent requirements for defining "good academic standing". Program requirements that are more stringent than the CHP would serve as the basis for determining a student's eligibility for a leave of absence.

APPROVAL: These procedures were approved by the College of Health Professions Executive Committee on March 31, 2023.