



## LEAVE OF ABSENCE POLICY

A leave of absence is defined as a pre-approved leave from MSUCOM that suspends a student's course of academic and/or clinical study for a period of one year.

### Requesting a Leave of Absence

1. To request a leave of absence, the student must complete the **Leave of Absence Request Form** and submit it to the [OsteoMedReg@hc.msu.edu](mailto:OsteoMedReg@hc.msu.edu) mailbox. The request form is attached and available online at: [com.msu.edu/Students/Registrar/Leave%20of%20Absence%20Request%20Form.pdf](http://com.msu.edu/Students/Registrar/Leave%20of%20Absence%20Request%20Form.pdf)
2. The Associate Dean/Student Services will contact the student regarding whether or not the leave of absence request is approved.

### Once the Leave of Absence is Approved

1. The student should consult with the Office of Financial Aid ([finaid.msu.edu/med/](http://finaid.msu.edu/med/)) and the Student Insurance Office ([hr.msu.edu/benefits/students/health/index.html](http://hr.msu.edu/benefits/students/health/index.html)) to determine how the leave will affect coverage.
2. When a student is on a leave of absence, he/she does not qualify for malpractice/liability insurance coverage; therefore, on leave students are not eligible to participate in any course activity, including but not limited to: lectures, labs, electives, extra-curricular activities, clinical enrichment experiences, and course materials.

### Requesting an Extension to a Leave of Absence

1. If a student is interested in requesting an extension to his/her leave of absence, the request form listed above must be completed. The student may be required to appear before the Committee on Student Evaluation (COSE) for approval.

### Upon Returning from a Leave of Absence

1. If a student's leave is due to illness, the student may be requested to provide documentation to support his/her ability to return to the academic or clinical program. The student must adhere to College curriculum requirements and retention policies in effect at the time of his/her return.

2. The MSUCOM Office of the Registrar will contact the student two semesters before he/she is scheduled to return. This initial email will simply inquire about the student's intent to return at the scheduled time.
3. One semester before the student is scheduled to return, the MSUCOM Office of the Registrar will contact the student again regarding items required before returning.
4. A student on a leave of absence who fails to return from the leave without notice will be considered as withdrawing from MSUCOM.