**LCOM Leave of Absence (LOA) Request and Approval Form**

Students requesting a leave of absence will **complete the top section** of this form and upload it as a **MS Word document** (so that approval and additional details may be added) to their **Status Changes/LOA Request Forms tab in their OASIS Academic History** file. You should name the file: “LastName FirstInitial\_LOArequest\_Date.” (Example: Smith J\_LOArequest\_20170228.docx). [Detailed instructions](http://med.uvm.edu/docs/instructions_for_requesting_a_leave_of_absence/medical-education-documents/student-affairs/instructions_for_requesting_a_leave_of_absence.pdf) are linked.

Upon receipt and review, the Associate Dean for Students or designee will append information and upload this form to the student’s OASIS Academic History Status Changes/LOA Approval Forms tab. **A leave of absence is not considered approved until documentation of such has been uploaded to this tab.**

Note that the student:

* Is responsible for being familiar with related [UVM LCOM Student Handbook](http://www.med.uvm.edu/studenthandbook/home) policies, including [Policy 560.00 - Satisfactory Academic Progress](http://www.med.uvm.edu/studenthandbook/56000) and [Policy 310.00 - Support for Disabilities](http://www.med.uvm.edu/studenthandbook/31000).
* Is instructed to contact LCOM Student Financial Services to review the implications of status changes on their financial aid and personal finances.
* Should monitor their Academic History file in OASIS for posting of this document to view the standing of their request.
* Is responsible for attending to all return from leave activities indicated in Medical Student Handbook [Policy 590.10 - Medical, Family and Personal Leaves of Absence](http://www.med.uvm.edu/studenthandbook/59010) as well as additional requirements for return to active status noted in the Dean’s approval prior to returning to the curriculum.

Reminder: In accordance with [Policy 310.00 Support for Disabilities](http://www.med.uvm.edu/studenthandbook/31000), a Larner College of Medicine student may contact the [UVM Student Accessibility Services Office](http://www.uvm.edu/access/) at any time to initiate the process of requesting reasonable accommodations.

**Student completes this section** (all fields required)

**Student:** Click here to enter text. **UVM ID Number (95#):** Click here to enter text.

**Current Curriculum Segment:** Choose an item. **Date Request Submitted:** Click here to enter a date.

**Emergency Contact Information (while on leave):** Click or tap here to enter text.

**Type of LOA**

 [ ] [Personal](http://www.med.uvm.edu/studenthandbook/59010) (includes parental)

 [ ] [Medical](http://www.med.uvm.edu/studenthandbook/59010) (If medical, also [upload appropriate support documentation as a separate file](http://med.uvm.edu/docs/healthcare_provider_form/medical-education-documents/student-affairs/healthcare_provider_form.docx).)

 [ ] [Academic](http://www.med.uvm.edu/studenthandbook/59010)

 [ ]  Advanced Degree

 If yes, specify degree, institution, and expected graduation date Click here to enter text.

 [ ]  Other

 If other, specify Click here to enter text.

**Dates**

**LOA Start Date:** Click here to enter a date. **LOA End Date:** Click here to enter a date.

The “start date” is the first day of your requested leave of absence and the “end date” is the day before you expect to be re-enrolled in coursework. Please note that related financial calculations are based on the last date you actually attended a course that appears on your official BANNER record and the date you actually anticipate beginning your next course enrollment, not including vacation/gap weeks, even if your Oasis schedule reflects vacation enrollment.

**Academic Progress**

Do you have grades of Incomplete for any courses? [ ]  Yes [ ]  No

If so, please identify the course(s) and indicate your plans for completion, including timeline.

Click or tap here to enter text.

**Note:** Students are expected to resolve all incompletes no later than one-year from the original enrollment, and they are permitted to do so while on leave of absence. However, if there are extenuating circumstances that will prevent a student on a leave of absence from resolving their incomplete during this timeframe, the Associate/Assistant Dean for Students may extend this deadline up to the duration of the student’s leave in order to allow the student to continue in the curriculum under ongoing Office of Medical Education advisement and support.

**Notes**

Click here to enter text.

**Associate Dean for Students completes this section**

**Approved By:** Click here to enter text. **Approval Date:** Click here to enter a date.

**Type of Leave**

[ ]  As requested by student

[ ]  Other

 If other, specify: Click here to enter text.

[Examples: Advancement Committee assigned (Remediation), Fitness Committee assigned (Administrative), etc.]

**Related Details/Requirements for Return to Active Status**

*Check any of the following that apply:*

[ ]  [Healthcare provider verification](http://med.uvm.edu/docs/healthcare_provider_form/medical-education-documents/student-affairs/healthcare_provider_form.docx) required to return

[ ]  [Advancement Committee](http://www.med.uvm.edu/studenthandbook/56510) approval required to return

If yes, when scheduled to appear Click here to enter text.

[ ]  [Fitness Committee](http://www.med.uvm.edu/studenthandbook/69010) approval required to return

If yes, when scheduled to appear Click here to enter text.

[ ]  Review academic progress with Associate/Assistant Dean for Students, notably discuss completion of any pending incompletes

[ ]  Other, specify: Click here to enter text.

[ ]  If returning during academic year 2021-2022, complete the University-required [COVID-19 Safety Training](https://www.uvm.edu/it/kb/article/health_and_safety_green_and_gold/)

[ ]  If returning to the VT-campus (UVMMC/UVM VT-campus Curriculum) during academic year 2021-2022, students must engage in weekly COVID-19 surveillance testing, per the [UVM Student COVID-19 Testing Protocol](https://www.uvm.edu/returntocampus/testing-overview)

**Dates**

[ ]  As requested by student

[ ]  Other, specify: Click here to enter text.

**Class Change**

Is there a class change associated with this status change?

 If yes Original Class of: Click here to enter text. New Class of: Click here to enter text.

**Notes**This section is designed as a reference for the Associate Dean for Students and to communicate details related to the status change to student and OMSE staff, include repetition of any coursework and approved extensions for one or more incomplete grade deadline.

Click here to enter text.

Please note: Students are expected to resolve all incompletes no later than one-year from the original enrollment, and they are permitted to do so while on leave of absence. However, if there are extenuating circumstances that will prevent a student on a leave of absence from resolving their incomplete during this timeframe, the Associate/Assistant Dean for Students may extend this deadline up to the duration of the student’s leave in order to allow the student to continue in the curriculum under ongoing Office of Medical Education advisement and support. Extensions may not exceed the maximum timeframe for degree completion (“the six-year rule”) without approval from the Advancement Committee.

**Leave of Absence Extension(s):** Extension of leaves of absence requests and approvals may be added to original form(s) but uploaded as a second file.