

SOM OP: 40.09, Student Leave of Absence

from the School of Medicine. Application for re-admission for a student who has withdrawn due to an extended administrative leave of absence shall be through the School of Medicine Admissions Committee regular process for consideration of applicants into the medical school. A student who does not withdraw from the School of Medicine following a leave of absence greater than one academic year will be administratively dismissed.

b. Medical Leaves of Absence:

- 1) *Student in Good Academic Standing* (as defined in [SOM OP 30.01, Grading Policy](#)): Medical leaves of absence (MLOA) for periods not to exceed one academic year may be granted by the responsible Student Affairs Dean. Requests for a MLOA must include a written statement from the student's health care provider(s) who must be licensed to practice independently in the United States. The health care provider(s) must currently (within the six months prior to the date of the requested MLOA) be providing care to the student and state that a medical leave is indicated in the best interest of the student. The written request for a MLOA from the student and substantiating information from the licensed health care provider(s) will be considered by the responsible Student Affairs Dean. The student will be notified in writing of the specific conditions for consideration to return to the curriculum.
- 2) *Student in Academic Difficulty* (as defined in [SOM OP 30.01, Grading Policy](#)): The request for MLOA will be forwarded to the responsible SPPCC subcommittee (based on student class year) for consideration and disposition. If the need for a decision is urgent, the Student Promotions and Professional Conduct Executive Committee (Executive Committee) may render a decision on behalf of the responsible SPPCC subcommittee, including determining the conditions for re-entry to the curriculum. The student will be notified in writing of the SPPCC's (or Executive Committee's) decision along with the specific conditions for consideration to return to the curriculum.
- 3) *Return from Medical Leave of Absence*: Upon completion of a MLOA, the responsible SPPCC subcommittee or the Executive Committee will determine if the conditions for return to the SOM curriculum have been met. The responsible

Committee will convene within ten (10) business days of being fully appointed and conclude deliberations on the appeal within ten (10) business days following a convened meeting to consider the student's appeal.

- d. The student may appear in person and/or present a statement to the Appeals Committee relative to the appeal. The procedures for the committee hearing shall follow those of the Student Conduct Board described in the TTUHSC Student Handbook.
- e. The decision of the Dean is final. The student and the Chair of the SPPCC will be notified in writing of the outcome of the appeal.