



## Medical College of Georgia Academic Affairs

### Leave of Absence Policies

*For purposes of this policy, when the title “Associate Dean for Student and Multicultural Affairs” is used it refers to either the Associate Dean for Student and Multicultural Affairs in Augusta or the Campus Associate Dean for Student and Multicultural Affairs in Athens.*

*When the term “curriculum dean” is used, it refers to the Associate Dean for Curriculum in Augusta or the Campus Associate Dean for Curriculum in Athens.*

*When the term a “student affairs dean” is used, it refers to any of the student affairs deans including the Associate Dean for Student and Multicultural Affairs in Augusta, the Campus Associate Dean for Student and Multicultural Affairs in Athens, and the class associate deans in Augusta.*

#### **Appendix A**

##### **1. Excused Absence**

- a. Excused absences of up to 5 days may be granted by any student affairs dean at the student’s campus (Augusta or Athens). An excused absence may be extended up to two (2) weeks, or 10 school days at the request of the appropriate student affairs dean with the approval of the Senior Associate Dean for Undergraduate Medical Education (UME) in Augusta or the Campus Dean in Athens. Absences beyond 10 days will require that the student be put on a formal leave of absence. Please see Appendix B for policy governing leaves of absence.

##### **2. Emergency Leaves of Absence**

- a. Emergency leaves of absence can be recommended by any student affairs dean and approved by the Senior Associate Dean for UME in Augusta or the Campus Dean in Athens for up to ten working days. All missed work must be completed in a timely fashion.

##### **3. Administrative Leave of Absence**

- a. Students may be placed on administrative leave as a result of action taken by the Student Promotions Committee or by the Senior Associate Dean for UME in the circumstances that a student’s continued enrollment poses a risk to the health and safety of themselves or others or causes a significant disruption to members of the MCG/Augusta University Community.

#### **Appendix B**

## Personal Leaves of Absence

- a. Any student enrolled in the Medical College of Georgia may request from the appropriate student affairs dean a personal leave of absence in the event of:
  - i. The birth of a child of the student
  - ii. The placement of a child with the student for adoption
  - iii. A serious health condition of the student's child, spouse, parent, or spouse's parent necessitating the student's presence
  - iv. A serious health condition of the student which renders him/her unable to perform the duties of a student
  - v. Leave due to academic issues
  - vi. Extra preparation/study for the USMLE Step 1, Step 2 CK, and Step 2 CS
  - vii. Academic enrichment (research, fellowship, mission trip, etc.)
  - viii. Personal and/or medical reasons
  - ix. Others will be considered on a case by case basis.
- b. A personal leave of absence may be for no longer than twelve months, and may be for shorter periods of time.
- c. Students taking a personal leave of absence are required to make up all missed work and may need to restart the academic year or segments thereof.
- d. Personal leave of absence request procedures: Students must request a personal leave of absence from the Medical College of Georgia by submitting a written request to the appropriate student affairs dean.

The request should state the following:

- i. The reason the leave is being requested
  - ii. The inclusive dates (i.e., beginning and ending) of the leave
  - iii. The plan for communication with the appropriate student affairs dean during the leave
- e. The Student shall discuss with the appropriate student affairs dean the implications of the leave on the six-year rule for completing the MD degree (Section II.A.3), as well as the impact on scholarship(s), health insurance, financial aid, and loan repayment
  - f. A letter of support for the action should be included if appropriate (i.e., physician letter, etc.)
  - g. The appropriate class Dean at the Augusta campus will inform the Associate Dean for Student & Multicultural Affairs of the request. Students at the Athens campus will inform the Associate Dean for Student & Multicultural Affairs at the Athens campus directly. If the Associate Dean for Student & Multicultural Affairs is supportive of the student's request, the matter will be forwarded to the curriculum dean who will in conjunction with appropriate course directors and department chairs, develop conditions that must be met by the student and any necessary

remediation activities the student is to complete during or after the personal leave.

- h. A letter will be issued to the student that stipulates the terms of the Leave of Absence within 10 days of the approval of the leave. The terms of the letter must be approved by the Senior Associate Dean for UME, and, for students at the Athens Campus, the Campus Dean.
- i. Students receiving financial aid through the Augusta University must comply with all federal policies to maintain eligibility for aid.
- j. In cases where the leave of absence extends for more than sixty calendar days, the student must confirm his/her plans to re-enroll by notifying the appropriate student affairs dean in writing at least thirty calendar days prior to the previously determined re-enrollment date unless otherwise stipulated in the Leave of Absence letter. The Associate Dean for Student & Multicultural Affairs at either campus will then notify the curriculum dean and the Registrar of the point within the curriculum at which (semester and year) the student will re-enroll. Students seeking reinstatement will be required to meet all conditions for reinstatement that had been established.
- k. Students who fail to confirm their re-enrollment date in accordance with this policy or students who do not notify the appropriate student affairs dean of a change in plans may be permanently withdrawn from the Medical College of Georgia. Students must also complete all institutional procedures required for re-instatement as specified by the College and Registrar.
- l. The student affairs dean will notify involved course directors when a leave of absence of any type has been granted, and when students have been approved to return.