



Master of Science
Physician Assistant Studies

Policy Regarding Leave of Absence

Responsible Party	Program Director and Principal Faculty
Minimum Review Frequency	Annual
Associated Forms	None
ARC-PA Associated Standards	N/A
Initial Effective Date	11/19/2021
Last Review Date	11/19/2021
Next Review Date	09/01/2023

Definition

A Leave of Absence is defined as a temporary break in a student's attendance of five (5) days or longer.

Guidelines for Leave of Absence

In the event of a serious medical condition (including psychiatric illness), familial or personal circumstances that significantly impact the student's progress in the MS PAS program; a leave of absence may be requested by the student. Students may request a leave of absence and deceleration for up to one year in length. All requests must be made in writing to the Program Director.

The MS PAS program reserves the right to determine the conditions for re-entry after any leave of absence. Coursework, exams, and clinical experiences missed during any leave must be made-up within a time-frame agreed upon by the Course Director and the Program Director before the student may continue in the program in good standing. Additional tuition may be required to complete the program after re-entry.

Voluntary

- Voluntary Leaves of Absence must be for a specified period of time with an expected date of re-enrollment.
- A student in good academic standing, without deficiencies, may request and be approved for a Leave of Absence for a fixed period of time as a result of a health problem or other personal circumstances that may impact the student's academic performance.
- The student must submit the request in writing to the Program Director.

Involuntary

- The APPRC may recommend that a student be placed on a Leave of Absence if the student is deemed capable of completing the MS PAS program within the allotted time limits of the MS PAS program, but has current non-academic problems that make ongoing enrollment detrimental to the student's best interest.
- If the student disagrees with the recommendation, the procedure for an appeal may be initiated by the student (see Appeals Process section in Remediation, Deceleration and Dismissal Policy).

All decisions regarding leave of absence (voluntary or involuntary) are made by the MS PAS principal faculty, Program Director, and in consultation with the Dean of the Division of Applied Health Sciences.



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Petition for Readmission Following Leave of Absence

- Readmission into the program following a leave of absence is not guaranteed.
- The student must notify the Program Director and the Director of Didactic Education (for Year 1) or the Director of Clinical Education (for Year 2) of intent to resume enrollment in writing at least one month prior to return to the MS PAS Program.
- Requests for reinstatement must be made in writing. The student must present evidence that the problem leading to the leave of absence has been resolved such that success in this program will follow if the student is reinstated. Reinstatement is also dependent on the availability of clinical training sites.
- Students who are on a Leave of Absence specified by the APPRC must fulfill all requirements specified in their letter from the APPRC prior to return to the MS PAS Program.
- Students placed on Leave of Absence may maintain such status for a maximum of one (1) year. In order to return to enrollment, the student must petition the APPRC within the time period allowed. The APPRC will consider petitions for readmission regardless of the reason enrollment was discontinued. When petitioning to the APPRC, the student must submit information that will support that return to enrollment is justified. This is required regardless of the reason for leave.
- Petitions for readmission may be considered at any regular or called meeting of the APPRC. The time of readmission will be based upon that which is deemed most appropriate to the student's status and scheduled by the APPRC.
- Students may be required to repeat parts of the curriculum that have previously been successfully completed.
- Readmission may be denied if all available seats are filled, even if the student meets all other qualifications for admission.

Review

This policy will be reviewed at the annual program retreat.