

## Medical School Graduate Programs Leave of Absence and Reinstatement Policy

The Biomedical Sciences Graduate (BGREAT) Programs in the Medical School will adhere to the University's policy for graduate students' request for a leave of absence. As described in the [full Leave of Absence Policy](#), "Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their Director of Graduate Studies, advisor, and relevant offices to determine whether requesting a leave of absence is the most appropriate course of action. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues."

Graduate students enrolled in a BGREAT program, who may need to interrupt their enrollment for reasons they cannot control, must follow the guidelines below to be eligible for approval of a Leave of Absence (LOA) request and reinstatement.

- If a leave of absence is necessary, the graduate student must notify the Director of Graduate Studies (DGS) and the Graduate Program Coordinator (GPC) to file a [LOA Request form](#) that must be approved by the College.
- The student, DGS, and Associate Dean of Graduate Education (ADGE) must agree to the terms of the LOA, including an estimated return date.
- Graduate students who receive stipend support are eligible to apply for no-cost health insurance coverage during approved medical LOA, of up to one-year duration. The DGS will instruct the student to contact [Dr. Sharolyn Kawakami-Schulz](#), the Director of the Office of Professional Development, to ensure health insurance coverage while on LOA, which will terminate on the estimated return date. If this date changes, the student must contact Dr. Kawakami-Schulz to ensure that the health insurance does not lapse. This must be done as soon as the extension is agreed upon.
- A student with a college-approved leave of absence is eligible for reinstatement if they file a [LOA Reinstatement form](#) with their College prior to the term in which they intend to enroll. The student must re-enroll the term immediately following the expired leave (excluding summer), and must return to the same major and degree objective.

If a college-approved LOA is not granted to the student prior to an interruption in their enrollment, they may be terminated from the graduate program or held to new requirements if they subsequently apply for readmission.

Colleges may deny reinstatement to active status based on crimes or other serious misconduct occurring during the leave that violates the [Board of Regents Policy: Student Conduct Code](#) that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled.

Frequently asked questions about the University leave of absence and reinstatement policy may be found [here](#).