



SAINT JAMES SCHOOL OF MEDICINE

LEAVE OF ABSENCE REQUEST FORM

Administrative Office: C/o Human Resource Development Services Inc. • 1480 Renaissance Drive, Suite 300, Park Ridge, IL 60068 Phone: (847) 375 0543 • Fax: (847) 298 2375 • Web: www.sjsm.org • Email: Records@mail.sjsm.org

POLICY AND INSTRUCTIONS

THIS FORM IS ONLY TO BE USED FOR STUDENTS WHO ARE NOT RETURNING FOR THE CURRENT SEMESTER OR WILL MISS AN ENTIRE SEMESTER.

Students are not encouraged to take a leave of absence from their studies. Therefore, a leave of absence (LOA) from school may be granted only under extraordinary circumstances. The following guidelines must be followed when applying for a leave of absence.

- During the Basic Sciences, the Dean of Basic Sciences must be consulted prior to applying for an LOA.
- After the completion of the fifth semester students are expected to be inactive for some time until they have registered for and completed the USMLE Step 1. No LOA will be required or granted during this period. Billing will resume as per billing policy.
- During clinical rotations, the Dean of Clinical Sciences must be consulted prior to applying for an LOA.
- An LOA may be granted for a maximum of one semester (16 weeks) at a time.
- Valid documentation supporting the need for an LOA must be submitted with the completed application, e.g. medical report, legal notice, legal documents, etc.
- A new leave of absence application must be completed and supporting documentation must be submitted to the Registrar's office for approval when requesting an extension of a LOA.
- The final decision pertaining to an LOA request will be at the discretion of the Office of the Registrar and appropriate Dean.

IMPORTANT DATES (BASIC SCIENCE STUDENTS ONLY)

- The first Drop Date will be the end of the third week of classes. Dropping the course at this point would result in the course being eliminated from the transcript as if it was never taken. The student would be eligible for refund only per billing policy. Semester tuition does not get prorated.
- The second Drop Date is considered the end of the first week of block three. Dropping a course prior to this drop date, but after the end of the third week of class will result in a Withdraw (W) grade for the course and would not impact the overall GPA of the program. The student would not be eligible for any refund. The student would be placed on Academic Probation and the next enrollment of the course would be considered a repeat. In the case of a failure of a repeat course, the student would be dismissed as per school policy with the ability to appeal the decision. The student would be charged the Repeat Rate tuition for the semester s/he decides to take this course in again.
- Dropping a course after the second drop deadline would result in an assignment of the course grade based on the performance for the entire semester, including missed periods.

TO BE FILLED OUT BY STUDENT

*****ALL FIELDS ARE REQUIRED TO BE FILLED OUT OR WILL NOT BE PROCESSED*****

Full Name: _____ Student ID#: _____

Email: _____ Campus Anguilla St. Vincent

Reason for LOA Financial Medical Other: _____

Start Date of LOA: _____ End Date of LOA: _____

I understand that by signing this form I agree to the above stated Leave of Absence Policy along with all financial and academic implications.

Student's Signature: _____ Date: _____

SEND COMPLETED FORM TO: Via Fax: (847) 298 2375 • Via Email: Records@mail.sjsm.org
Via Mail: Human Resource Development Services Inc., 1480 Renaissance Drive, Suite 300, Park Ridge, IL 60068

FOR OFFICE USE ONLY

Approved Denied: _____ Remove Withdraw

Dean Signature: _____ Date: _____

Registrar Signature: _____ Date: _____

Finance Signature: _____ Date: _____