

# Columbia University • Vagelos College of Physicians and Surgeons

## Student Request for Leave of Absence or Extended Curriculum

**All students must meet with Dean Alves-Bradford in order to be granted a Leave of Absence or Extended Curriculum and must contact her 3 months prior to their expected date of return in order to receive approval for return**

Complete this form to request a Leave of Absence or Extended Curriculum at CUIMC/CU and return it to the Associate Dean for Student Affairs, Support & Services, 104 Haven Ave Suite 1103.

### Leave of Absence:

1. A leave of absence may be granted if a student is unable to continue medical studies because of illness or emergency family problems. For medical or psychiatric illnesses, documentation determined to be appropriate by the Office of the Dean must be submitted.
2. A leave of absence for military service is granted if the student is called or ordered to active duty or conscripted.
3. A leave of absence will be granted by the Dean only in exceptional circumstances to students who have not completed the first semester.
4. The Dean may stipulate conditions for the granting of a leave, for students while on leave, and for return, including an administrative medical or psychiatric evaluation and/or a review by the appropriate faculty committee. Such review does not guarantee readmission.
5. Students approved for return after leave in the first semester of Fundamentals will re-start the curriculum.
6. In most cases, leaves are granted for a maximum of one year. Extensions for extended military service or continued recuperation from illness may be granted on a case by case basis. After two years, a student on a leave of absence may have their matriculation terminated; the student would be permitted to apply for readmission at a later time.
7. Students are not permitted to live in campus housing while on a leave of absence.
8. Students receiving financial aid must complete an exit interview with Student Financial Planning before the leave begins.
9. Students are financially responsible for a minimum of eight terms of tuition charges. Partial tuition and fee charges will be applied if a leave begins or ends after the term has begun.

### Extended Curriculum of CUIMC or CU:

1. Students arranging a year of research or a dual degree at Columbia (unless accepted to OMFS, Oral Pathology, or MD/PhD upon admission) must meet with Dean Alves-Bradford to discuss the plan.
2. Once the plan is final, students must submit this form, accompanied by a statement from the mentor describing the research, start and end dates, and that he or she will supervise the student.
3. Students arranging a year of research as a component of the MD/MS in Biomedical Sciences program must discuss research plans with Dean Anil Lalwani in advance, and provide a copy of their letter of acceptance to the MD/MS program along with this form.
4. Students are financially responsible for a minimum of eight terms of tuition charges. Partial tuition and fee charges will be applied if a leave begins or ends after a term has begun, in addition to the extended curriculum charge.

**Please note:** Students receiving financial aid (loans or scholarship) must contact the Office of Student Financial Aid and Planning as soon as possible to understand how a leave or extended curriculum may affect their financial aid package

### Student Contact Information (during Leave or Extended Curriculum):

Student Name: \_\_\_\_\_ CU EMAIL: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Non-CU Email if LOA: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Advisory Dean: \_\_\_\_\_

I am requesting a Leave of Absence from (Month/Year) \_\_\_\_\_ to \_\_\_\_\_

Reason for leave of absence: \_\_\_\_\_

I am requesting Extended Curriculum **at CUIMC/CU** for \_\_\_\_\_ from (Month/Year) \_\_\_\_\_ to \_\_\_\_\_  
(Research/MPH/MBA/MS, etc.)

If research year, my Mentor is \_\_\_\_\_ Dept. \_\_\_\_\_ Email \_\_\_\_\_

### DEAN'S APPROVAL OF LEAVE:

Approved

Denied

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature