**LEAVE OF ABSENCE / WITHDRAWAL FROM THE PROGRAM**

A leave of absence may be granted to an LMU-SMS PA Student by the PA Program Director for one of the following reasons:

- Medical emergency
- Financial emergency
- Maternity
- Call to active military service
- Pursuit of an academic endeavor other than the established curricular work, either on campus or at another recognized teaching facility

- The discretion of the PA Program Director where appropriate

An LMU-SMS PA Student may be granted a leave of absence in good academic standing if the student has no course failures at the time the leave of absence is granted. An LMU-SMS PA Student who is not in good academic standing may be granted a leave of absence if the student has one or more failures on his/her transcript in any term, including the term in which the request for leave of absence is made. The student must personally discuss the reason for the leave with the PA Program Director. The student must then submit a written request for a leave of absence to the PA Program Director who will then approve or not approve the request. Any student granted a leave of absence in good academic standing will receive a letter from the PA Program Director outlining the requirements for the student's return to the LMU-SMS PA Program. Any student granted a leave of absence, not in good academic standing MUST meet with the SPC before he/she is allowed to return to the LMU-SMS PA Program. The SPC will decide if the student should be readmitted to continue his/her training in the LMU-SMS PA Program.

Leave of absences are granted for no more than 12 months. The official date of the leave of absence will be the date of receipt of the student's written request. Any tuition refunds or outstanding balances will be based on this date. Students who are absent longer than the approved leave of absence duration have to reapply to or restart the LMU-SMS PA Program. Students matriculating into the LMU-SMS PA Program have a maximum of 54 (fifty- four) months to complete all required components of the

curriculum including time for recess and leave of absences. Any alterations to the student curriculum must be approved by mechanisms listed in this handbook.

Students seeking to return from a leave of absence must complete all requirements related to the leave of absence and provide notification of completion to the PA Program Director in writing. Students must notify the PA Program Director of their intent to return to the LMU-SMS PA Program in writing no less than four months before the anticipated date of return.

Students seeking to return from a medical leave of absence must have a licensed physician certify in writing that the student's physical and/or mental health is sufficient to continue their training in a capacity consistent with the technical standards (please see *Section II: LMU-SMS PA Student Policies and Procedures, Technical Standards and Typical Demands and Performance Requirements*) of the LMU-SMS PA Program. This letter must be submitted to the PA Program Director. Additionally, students must provide a letter from their treating clinician attesting to the fitness of the student in returning. This form must address that the student meets the technical standards listed in this handbook.

Students seeking to return from a financial leave of absence must provide the finance office/financial aid office with sufficient documentation to demonstrate their financial capability to advance their education.

Any student voluntarily withdrawing from the LMU-SMS PA Program must provide the PA Program Director with a letter of resignation. The PA Program Director will create a memorandum stating the change in the student's status and notify the appropriate faculty and staff.

It is imperative that any student who leaves the LMU-SMS PA Program for any reason goes through the check-out procedure before their dismissal, withdrawal, or leave of absence is said to be final. Failure to complete this exit procedure will cause the LMU-SMS PA Program to withhold all records pertaining to the student's attendance. The check-out procedure is as follows:

- Complete an exit interview with financial aid
- Return their student ID badge and parking permit to security