

UNIVERSITY OF TENNESSEE MEDICAL CENTER
SCHOOL OF CLINICAL LABORATORY SCIENCE
LEAVE OF ABSENCE POLICY

PURPOSE

The Leave of Absence (LOA) Policy provides guidelines for an extended leave of absence (LOA) by a student enrolled in the clinical laboratory science program.

REASONS FOR LEAVE OF ABSENCE:

A leave of absence for a limited time may, under exceptional circumstances, be granted to a student enrolled in the program. Any such leave of absence shall be solely within the discretion of the program administration, and ultimately the program Faculty Committee, based upon the circumstances, and will be evaluated on a case-by-case basis.

1. Reasons for the LOA may include, but are not limited to, excessive absences due to health, personal, or family circumstances (See Attendance Policy). Proper medical documentation will be required if appropriate.
2. A leave of absence may be requested by the student or it may be required by the program director.

REQUIREMENTS FOR STUDENTS GRANTED A LEAVE OF ABSENCE:

1. To be considered for a leave of absence, the student must have maintained at least a C+ (80%) average. The length of the leave will be determined on an individual basis.
2. An approved LOA halts progression within the curriculum while maintaining a class position, but does not excuse the student from any course requirements. The student will not receive credit for courses not completed at the beginning of the leave.
3. The student is responsible for initiating determination of the financial consequences of a required leave of absence. The student should review financial arrangements with the Office of Financial Aid at the University of Tennessee (3 + 1 students) or with his/her lending agency.
4. A (3+1) student enrolled at the University of Tennessee is responsible for notifying the university of the leave of absence and for dropping classes and withdrawing from the university for the semester.
5. Students who are placed on an approved LOA are responsible for notifying the program director, in writing, of their intention to return to classes no later than the date specified by the director. Failure to do so will result in forfeiture of the student's place in the class, and dismissal from the program. Re-entry into the CLS program would require reapplication through the usual admissions process, with no guarantee of re-admission.

6. When a LOA is approved, the program director and program faculty may recommend or require that the student meet additional conditions (e.g. documentation of remedial academic work) prior to resuming enrollment in the program. Proper medical documentation will be required, if appropriate, before the student is allowed to return from the LOA.
7. The student must resume enrollment in the program within the following academic year. Upon re-enrollment following a LOA, the student will be subject to all policies, curriculum requirements, and fees which pertain to the class he or she is joining, and the student may be placed on academic probation during the semester of return.
8. A student who is placed on approved LOA will receive an incomplete in any on-going course work. If a leave of absence began before a course was completed, the student will be required to repeat the entire class upon return from the LOA.
9. All didactic and clinical work must be completed before grades can be assigned. A certificate of completion will be awarded only after all required coursework is completed.

LEAVE OF ABSENCE LIMITATIONS:

1. The tuition refund policy follows the schedule(s) set forth in Policy 14: Voluntary Withdrawal from the Program. A student who is placed on approved leave of absence will only receive a refund for tuition for the current semester if it is within the guidelines as specified in Policy 14. Tuition for any uncompleted semester will not be applied to future semesters. When the student commences the program, full tuition will be assessed for each semester in which the student is enrolled in the program.
2. The program will grant no more than one LOA to a student within a 12-month period.
3. The program will grant LOA to no more than one student during any clinical year.