



## LEAVE OF ABSENCE

Graduate Medical Sciences | Graduate Students

Taking a leave from Boston University is a temporary interruption in studies that will affect campus housing, financial assistance, and visa status. All students are encouraged to consult with the following offices if applicable to their enrollment: [GMS Student Financial Services](#), [BU Housing](#), and [ISSO](#), before requesting a leave. If approved, a leave is effective on the day a signed request is received by the appropriate office.

Students wishing to return to the University after a leave of absence for non-medical reasons should consult their Program Director and [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu) for appropriate procedures to plan the return to their program.

Students wishing to return to the University after a leave for medical reasons must provide documentation to Student Health Services demonstrating that the student's health will allow for a successful completion of studies. More information at [Student Health Services](#)

Requests for a leave of absence must be submitted to [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu)

### Student Name and Contact Information:

First and Last Name: \_\_\_\_\_ BU ID #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ School or College: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

### Leave Request Information:

Semester Leave will Begin: ☐ Fall ☐ Spring Year: \_\_\_\_\_

Semester to Return from Leave: ☐ Fall ☐ Spring Year: \_\_\_\_\_

Reason for Leave of Absence: \_\_\_\_\_

Have you taken a Leave of Absence Before? ☐ Yes ☐ No Semester/Year: \_\_\_\_\_

**International Students:** If you are an international student with an F-1 or J-1 visa status, you must meet with an ISSO Advisor regarding your planned leave. More information: [International Students & Scholars Office](#)

**Leave of Absence/Withdrawal Tuition Refund Schedule:** Information on Boston University's withdrawal and refund schedule can be found here: [LOA/Withdrawal and Tuition Refund Schedule](#).

### Required Signatures:

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing above, I acknowledge that I have read the Leave of Absence Policy on page 2, as outlined by Graduate Medical Science, and understand how it may affect my housing, financial aid, visa (if applicable) and rate of degree/program completion.

**Program Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### School Use Only:

Authorized GMS Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leave of Absence Code: \_\_\_\_\_ Reason Code(s): \_\_\_\_\_

## **Graduate Medical Sciences**

### *Policy and Procedures*

#### **Leave of Absence**

A degree candidate in good standing may request up to two semesters of leave of absence from the Graduate Medical Sciences by completing a Request for Leave of Absence form prior to the official start of the fall or spring semester in which he or she wishes to take the leave of absence. A student is allowed two semesters or a total of one academic year without the necessity of reapplication and/or readmission.

Leaves of absence beyond two (2) semesters are granted only in exceptional cases, such as a substantiated illness, maternity or paternity leave, or military service. The student should petition to the Associate Provost for GMS with the approval of the program director.

To avoid academic and financial penalties, students must withdraw prior to the first day of the upcoming academic semester by completing a Request for a Leave of Absence. A student who is on a leave of absence and who has borrowed federal and/or private loans may be required to begin repayment while on leave.

If the GMS Registrar's Office does not receive a registered student's request to take a leave of absence from the program prior to the start of the semester, the student will be liable for tuition and fees for registered courses based upon University policy. Students receiving tuition remission benefits from Boston University should contact their benefits representative for information should they seek to withdraw or file a leave of absence in addition to contacting the [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu).

Degree candidates are required to register continuously for completion of degree. Failure to register may result in administrative withdrawal. *Lack of registration does not constitute an official leave of absence.*

If requesting a leave of absence, the request should include a reason for requesting the leave, the anticipated date of return to the degree program, the student's name, address, Boston University identification number, and department(s) of concentration. Leaves of absence due to medical reasons are handled according to the procedures below. Students who are not able to continue in their degree program due to relocation, ongoing academic difficulty, or other personal circumstances may voluntarily withdraw from Boston University.

#### **Leaves of Absence for Medical Reasons**

Sometimes a student may need to interrupt their studies for medical reasons. The University Student Health Services Office can assist a student who is deciding whether to take a medical leave and advise them about the steps necessary for a successful return. A student's request for a leave of absence for medical reasons must be reviewed by BU [Student Health Services](#).

University policy requires that a student "seeking to re-enroll after a medical leave must demonstrate to the University that the student's health permits the successful completion of studies. Student should plan to submit all materials to demonstrate good health prior to the beginning of the fall / spring semester of anticipated return.