



DONALD AND BARBARA
ZUCKER SCHOOL of MEDICINE
AT HOFSTRA/NORTHWELL®

Leave of Absence & Intent to Return Request Form

Office of Student Affairs
Office of Student Records
500 Hofstra University
Hempstead, NY 11549-5000
email: medicine.students@hofstra.edu
Email: somregistrar@hofstra.edu

Instructions:

Part A Leave of Absence Request: Please use this form to request a leave of absence (LOA). **You must fill out Section 1 and Section 2.** One of the following leaves may be requested and will be granted in accordance with the LOA policy: academic, personal, military, or medical.

If the leave request is approved, a student's Leave of Absence is effective when LOA paperwork is approved by the Associate Dean for Student Affairs. Students on leave have limited access to School of Medicine resources, inclusive of student leadership positions. In addition, a student may have specific requirements to complete prior to re-entry.

Once approved, academic LOAs in the research category will be reflected on a student's transcript as a year-long course called, "Independent Study in Medicine."

Policy URL: <https://medicine.hofstra.edu/policy/policy-student-affairs-loa.html>

Part B Intent to Return: Please use this form to indicate that you intend to return to the School of Medicine on your date of intended return and have met all of the requirements for doing so.

Part A - LEAVE OF ABSENCE Section

1: STUDENT INFORMATION

Year in school (current year): ☐ MS1 ☐ MS2 ☐ MS3 ☐ MS4 ☐ Other _____

Name: _____
Last First Middle initial

700 #: _____

Section 2: IDENTIFY TYPE OF LEAVE

Students are required to select one leave of absence category, as defined by the policy. For an Academic LOA, please select the type as well.

- ☐ Academic Leave of Absence: If you are requesting an Academic LOA you MUST and follow and complete the instructions [here](#). Guidelines for a research leave can be found [here](#). Your Academic LOA will not be approved unless this is submitted in a timely manner and reviewed and approved by the Research Advisory Committee.
 - ☐ Research
 - ☐ Degree Granting Program
 - ☐ Externship
 - ☐ Military Leave of Absence
 - ☐ Personal Leave of Absence
 - ☐ Medical Leave of Absence
-

Section 3: MEETING WITH ASSOCIATE DEAN FOR STUDENT AFFAIRS

Students are required to meet with the Associate Dean for Student Affairs to request a leave of absence. In this initial meeting, the Associate Dean for Student Affairs will counsel the student on the appropriate type of leave, registration implications, and refer them to the appropriate offices to complete the form as well. The Associate Dean will determine if anything additional is required of the student during the leave and what the student's planned re-entry date will be.

Planned Start Date: _____

Planned Re-entry Date: _____

Last Reported Date of Attendance: _____

Comments by Associate Dean for Student Affairs:

Section 4: REQUIRED DOCUMENTATION

Students must provide appropriate documentation based on the type of leave selected above. Students are required to meet with members of the administration as listed within the leave category. Any administrative person discussing stipulations, details, or implications of the requested leave of absence should document these discussions *in detail* in the comment boxes included in each section.

Academic Leave of Absence - Research

If an Academic LOA for Research is selected, the [Academic Leave of Absence for Research Application](#) must be completed and approved by the Advisory Committee for Student Research.

Military Leave of Absence, Academic Leave of Absence - Degree Granting Program or Externship

If a Military LOA or Academic LOA for a Degree Granting Program or Externship is selected, students should submit an acceptance or employment letter from appropriate institution. Physical copies can be mailed to the Office of Student Records. Digital copies can be sent to SOMregistrar@hofstra.edu

Personal Leave of Absence, Family Leave of Absence

If a Personal LOA is selected, no additional documentation is required.

Section 5: REQUIRED MEETING WITH STUDENT FINANCE

Students requesting a leave of absence are required to meet with a member from the Office of Student Finance to discuss the financial implications of taking a leave. Students should request that a member from the Office of Student Finance sign the form at the end of the meeting. Topics covered during the meeting can include, but are not limited to the following:

- ☐ Loan repayment timeline
- ☐ Repayment of disbursement
- ☐ Cost of living expenses
- ☐ Personal budget
- ☐ Tuition responsibilities
- ☐ Financial implications to return from a leave of absence
- ☐ Eligibility for future financial aid
- ☐ Other: _____

Signature of Office of Student Finance

Date

Section 6: CERTIFICATION FOR LEAVE

Please initial each of the statements below:

- ____(1) I hereby attest that all information provided on this application is accurate;
- ____(2) I understand that my financial aid may be affected by this LOA;
- ____(3) I understand that if my Academic LOA paperwork is not submitted by its deadline, I will be placed on a Personal LOA;
- ____(4) I understand that my Academic LOA will not be approved if the research project/experience has not been approved by the ACSR, but that I can request to take a leave under another category;
- ____(5) I understand that in December of my LOA year I will be added to the Listserv of the class I will join when I return from LOA. I will review communications from the School of Medicine during my leave;
- ____(6) I understand that I must be in contact with the School of Medicine at least 90 days prior to my planned return date. At this point, I will confirm my plan to return to school on my planned return date and complete Part B – Intent to Return (sections 9 – 12);
- ____(7) I understand that to request an extension, I will need to submit a new LOA application;
- ____(8) I understand that upon re-entry, I will need to be in compliance with all school requirements per the Office of Student Records;
- ____(9) I understand that my leave will not start until these forms are completed and the Office of Student Records has changed my status;
- ____(10) I understand that the Associate Dean for Student Affairs may set forth conditions which must be fulfilled prior to my re-entry to medical school.
- ____(11) For students who have not yet taken Step 1 (note N/A if not applicable): I understand that, if I have not done so yet, I will sit for the USMLE Step 1 Exam prior to the Transitions course and re-entry.

Student's Signature

Date

This request is not valid unless signed and dated by the student.

Section 7: LEAVE OF ABSENCE APPROVAL

During a final meeting, the Associate Dean for Student Affairs may require additional documents or make recommendations for a student to meet prior to returning to medical school. Additional requirements will be discussed with the student during the final meeting. These conditions can include, but are not limited to the following:

Office of Student Affairs:

- ☐ Regular meetings with the Office of Student Affairs during the leave
- ☐ Regular meetings with the Office of Student Affairs upon re-entry from the leave
- ☐ Regular meetings with the Office of Career Advising during the leave
- ☐ Regular meetings with the Office of Academic Success during the leave
- ☐ Established care with a wellness entity (Student Counseling Services, Physical Resource Network, Northwell Behavioral Health College Program, Personal provider)
- ☐ Remediation of a Professionalism Concern
- ☐ Fit for Duty Evaluation
- ☐ Other: _____

Associate Dean of Student Affairs

Date

This request is not valid unless signed and dated by the Associate Dean for Student Affairs and submitted to the Office of Student Records. A copy will be provided to the student upon completion.

Part B - INTENT TO RETURN

Section 8: RETURNING STUDENT INFORMATION

Returning status: ☐ MS1 ☐ MS2 ☐ MS3 ☐ MS4 ☐ Other _____

Return Date: _____

Section 9: STIPULATIONS FOR RETURN

Select the type of leave indicated in section 2:

- ☐ Academic Leave of Absence
 - ☐ Research
 - ☐ Degree Granting Program
 - ☐ Externship
- ☐ Military Leave of Absence
- ☐ Personal Leave of Absence
- ☐ Medical Leave of Absence

Based on the above option, please indicate all requirements (indicated in sections 1-7) of the student's return were met OR there is an approved plan for re-entry. Use the comment box below to include details.

- ☐ Regular meetings with the Office of Academic Success
- ☐ Auditing a School of Medicine Course (indicate title/year)
- ☐ Standardized Prep Course
- ☐ Learning assessment
- ☐ Regular meetings with the Office of Career Advising (Career or Departmental Advisor)
- ☐ Careers in Medicine Assessments
- ☐ Regular meetings with the Office of Student Affairs
- ☐ Established care with a wellness entity (Student Counseling Services, Physical Resource Network, Northwell Behavioral Health College Program, Personal provider)
- ☐ Remediation of a Professionalism Concern
- ☐ Fit for Duty Evaluation
- ☐ Learning Specialist Evaluation
- ☐ Student Finance Requirement: _____
- ☐ Other: _____

Comments:

Section 10: CERTIFICATION FOR RETURN

- ____(1) I hereby attest that all information provided on this application is accurate;
- ____(2) I understand the implications of reentering medical school after a leave of absence;
- ____(3) I understand that to request an extension, I will need to submit a new LOA application form;
- ____(4) I understand that upon re-matriculation, I will need to be in compliance with all school requirements;
- ____(5) I understand that my status will not change until these forms are completed and processed by the Office of Student Records.
- ____(6) I understand that my return will not be recognized until these forms are complete, holds are removed from my account, and the Office of Student Records has changed my status.
- ____(7) I understand that the Associate Dean for Student Affairs may set forth conditions which must be fulfilled prior to my re-entry to medical school.

Student's Signature

Date

This request is not valid unless signed and dated by the student.

Section 11: RETURN APPROVAL

- ☐ Approved
- ☐ Denied

Associate Dean of Student Affairs

Date

This request is not valid unless signed and dated by the Associate Dean for Student Affairs. A copy will be provided to the student upon completion.