

MLS HANDBOOK: LEAVE OF ABSENCE

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SA 3.1: Leave of Absence (LOA)

PURPOSE

To establish guidelines for an extended leave of absence (LOA) required by or approved by the Program Director. See: CAHP Performance Evaluation and Progression Policy (<https://catalog.unmc.edu/allied-health-professions/medical-laboratory-science-program/#handbooktext>)

LEAVE OF ABSENCE

A limited-time leave of absence may, under exceptional circumstances, be required or approved by the program director. Any such leave of absence shall be solely in the discretion of the UNMC program administration, based upon the circumstances, and 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 Policy SA 3.0). Proper medical documentation will be required if appropriate.
2. A required LOA halts progression within the curriculum while maintaining a class position, but does not excuse the student from any course requirements.
3. The student is responsible for initiating determination of the financial consequences of a required leave of absence. Students should review financial arrangements with the Business Office and the Office of Financial Aid at their home university.
4. Students who are placed on a 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 MLS program would require reapplication through the usual admissions process, with no guarantee of re-admission.
5. When a LOA is required, 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.
6. 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 and curriculum requirements which pertain to the class he or she is joining, and the student may be placed on academic probation during the semester of return.
7. The traditional MLS Program will grant no more than a single LOA to a student within any 12-month period.
8. The Degree Advancement Option will grant no more than a combined total of 12-months LOA.

All didactic (theory-based) and clinical practicum requirements must be completed before final grades are assigned.
