

## LEAVE OF ABSENCE REQUEST FORM

**Return form to:**

Registrar  
One Gustave L. Levy Place  
Annenberg Building, Room 12-70  
Box 1257  
New York, NY 10029-6574



Phone: (212) 241-6691  
Facsimile: (212) 369-6013  
Email: registrar@mssm.edu

All requests for leaves of absence ("LOA") are made directly to and granted at the discretion of the Registrar. A LOA constitutes a mutual agreement between school and student with regard to utilization of time during the leave, as well as the requirements that must be met prior to reentering the curriculum. Clearance for the leave, as set forth above, is required prior to beginning the LOA. In certain circumstances, students may request a LOA for a specific period of time for academic pursuits or for personal reasons up to one year. The following leaves of absence are available: Medical LOA; Personal LOA and Administrative LOA. Students planning any leave should consult with their advisor.

**CLEARANCE TO BEGIN LOA:** Students who leave school prior to completion of the degree requirements must obtain clearance before departure. The student will receive a letter of leave and individualized conditions will apply. All students must meet the criteria and confirm agreement with the terms of the leave in writing. In addition, students must complete the sign-out form below requiring the signatures of a number of offices indicating that there are no outstanding debts or other encumbrances to the student's record and that all medical school property has been returned. When all the signatures are obtained, the student must return the form to the Registrar.

**REQUIRED SIGNATURES:** All students must get clearance from the financial aid office, the Bursar, Levy library, and realty. International students must obtain clearance from the International Personnel Office, Division of Human Resources. Graduate students must get approval from their thesis/specialty track advisor, the Advisory Committee Chair and the Training Area or Specialty Track Director. Final approval comes from your Dean/Program Director and the Registrar, after obtaining all the signatures listed above.

**SUBMITTING THIS FORM:** All students must complete the Leave of Absence Request form and obtain all the necessary signatures *before* submitting to the Registrar for final approval. Please be aware that students going on leave may have to turn in their Mount Sinai ID.

**STUDENT STATUS:** Medical, Administrative, and Personal leaves result in a change of student status. During these leaves, the student is not entitled to use the services of the school and will not have access to services such as the library, housing, or other campus resources.

**INTERNATIONAL STUDENTS:** International students must obtain clearance from the International Personnel Office, Division of Human Resources. For more information, go to: 320 East 94<sup>th</sup> Street, 5<sup>th</sup> Floor.

**TUITION:** There is a \$100 fee for students going on a Personal LOA. There is no fee for students taking a Medical or Administrative LOA.

**FINANCIAL AID:** Loans are not available for Medical LOA, Personal LOA or Administrative LOA. Contact Dale Fuller for more information: [dale.fuller@mssm.edu](mailto:dale.fuller@mssm.edu).

**HOUSING:** Students on Medical, Personal or Administrative LOA must vacate housing. Contact Angela Moura at [angela.moura@mssm.edu](mailto:angela.moura@mssm.edu) to file the appropriate paperwork.

**HEALTH INSURANCE:** Students attending another institution can remain with Icahn School of Medicine student health insurance or, if the student decides to accept other insurance, they must cancel Icahn School of Medicine health insurance *within 30 days* of start date. Students must remain with their student health insurance and cannot receive Mount Sinai employee health benefits if paid a salary. Students going on Medical, Personal and Administrative LOA should consult with Enrollment Services. For more information, contact Leonara Dasu at [Leonara.Dasu@mssm.edu](mailto:Leonara.Dasu@mssm.edu).

**LIBRARY PRIVILEGES:** Library privileges are not available for students on Medical, Personal or Administrative LOA. Please go to the Circulation Desk in Levy library (Annenberg 11) for information and to get clearance for your leave.

**SCHOLARLY YEAR:** Please fill out the 'Request for Scholarly Year' form instead of this form. For more information, go to: <http://tinyurl.com/ScholarlyYearGuidelines>.

## REQUEST FOR LEAVE OF ABSENCE

STUDENT INFORMATION			
Student Name (First, Middle Initial, Last)		Program / Class of	
Forwarding Address	City	State	Zip
Life Number	Telephone Number _____ <input type="checkbox"/> HOME <input type="checkbox"/> CELL		
Program	Forwarding Email		
TYPE OF LEAVE			
<input type="checkbox"/> Administrative <input type="checkbox"/> Medical <input type="checkbox"/> Personal			
Requested Start Date		Anticipated Return Date	
PLEASE EXPLAIN WHY YOU WISH TO TAKE A LEAVE (ATTACH SUPPORTING DOCUMENTATION IF NECESSARY)			
_____		_____	
Student Signature		Date	
GRADUATE SCHOOL: PHD, MSBS, MPH, MGC DEGREE PROGRAMS ONLY			
WE HAVE MET WITH THIS STUDENT AND SUPPORT THIS REQUEST FOR LEAVE OF ABSENCE FOR THE REQUESTED DATES			
_____		_____	
Thesis/Specialty Track Advisor (name and signature)		Date	
_____		_____	
Advisory Committee Chair (name and signature)		Date	
_____		_____	
MTA Director (name and signature)		Date	
_____		_____	
Graduate School Financial Services- Osei Tutu (PhD only)		Date	

## REQUEST FOR LEAVE OF ABSENCE CONT'D

### FINAL APPROVAL

### PLEASE OBTAIN CLEARANCE FROM THE DEPARTMENTS LISTED BELOW

\_\_\_\_\_  
**Financial Aid:** Dale Fuller  
Annenberg 12-70

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Bursar:** Phillip Parke  
Annenberg 12-70     \$100 matriculation fee paid (Personal)

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Health Insurance:** Leonara Dasu  
Annenberg 12-70

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Levy Library:**  
Circulation Desk, Annenberg 11

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Real Estate:** Angela Moura  
1249 Park Avenue, 1st Floor

\_\_\_\_\_  
Date

\_\_\_\_\_  
**International Personnel Office, Division of Human Resources**  
320 East 94th St, 5th Floor  
*\* For International Students Only*

\_\_\_\_\_  
Date

### THE ABOVE NAMED STUDENT HAS BEEN APPROVED FOR LEAVE FOR THE ABOVE DATES

**COMMENTS:**

\_\_\_\_\_  
**Dean/Program Director**

\_\_\_\_\_  
Date

Peter Gliatto, Associate Dean for UME & Student Affairs, or  
Yasmin Hurd, Program Director, MD/PhD, or  
Basil Hanss or Ross Cagan, Associate Deans, Graduate School of Biomedical Sciences, or  
Janice Gabrilove / Alan Moskowitz, Program Directors Clinical Research, or  
Nils Hennig, Program Director, Public Health, or  
Randi Zinberg, Program Director, Genetic Counseling

### FINAL CLEARANCE – TO BE COMPLETED BY REGISTRAR'S OFFICE

REGISTRAR – ANNENBERG 12-70

DATE