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FOR CATALOG

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Leave of Absence / Withdraw / Incomplete

Depending on the program, should a student's circumstances be such that a leave of absence is needed, the student must submit an application for a leave of absence to the Campus Director or designated official. At the Campus Director's discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Campus Director or designated official, at his/her sole discretion, may dismiss a student from the program and issue the appropriate refund, if applicable. Students may request a LOA, for well-documented reasons, so long as combined they do not exceed a total of 180 days in a 12-month calendar period. There will be no charges incurred due to a leave of absence, nor any charge for re-entry upon return from the leave of absence. Upon return from an approved leave of absence, the student is permitted to complete the coursework he or she began before the leave of absence.

Due to covid-19 CIMS has extended LOA's to the maximum of 180 days in a 12-month calendar period.