



## Requesting Time Away

### Talk to your Mary B. Arnold Mentor and the Office of Student Affairs (OSA)

Students considering taking time away from the medical school should consult with their mentor prior to requesting time away from the medical school. Your mentor can explain the different options available and provide advice on what is best for your academic success. A member of OSA can help answer questions as well. In general, a formal designation of time away from the University, in the form of the Academic Scholar Program (ASP) or Leave of Absence (LOA), is required when such time away necessitates an adjustment to tuition charges or will result in a change in a student's graduation year.

### Complete the form

Requests for the Academic Scholar Program or Leave of Absence should be made at least six weeks prior to the start of the time away. The form should be completed online, signed by the student and submitted to Eileen Palenchar ([Eileen\\_Palenchar@brown.edu](mailto:Eileen_Palenchar@brown.edu)) who will route it to the other offices for signatures.

Below is an overview of the different options for taking time away from the medical school:

**Academic Scholar Program (ASP):** Medical students may participate in approved research activities or other scholarly endeavors under faculty supervision for a designated period of no less than one semester and no more than two years. Students cannot be enrolled in another degree-granting program or credit-bearing course while in the ASP.

A faculty mentor must provide a letter of support for the project. Students must complete a project proposal, which will be reviewed by the Senior Associate Dean for Medical Education. Once approved, the form will be routed to several AMS administrators for signature. While in the ASP, the student maintains full-time active status, has access to all student services (email account, building card access, and library services) and is charged 1/40th of full tuition per semester. The student is eligible for professional liability insurance.

If the student requires access to Health Services, they can request access through the medical school registrar and a Health Services fee will be charged to their student account.

If approved, the student will be enrolled in BIOL 7170 Academic Scholar Program for each semester of the project and can receive up to 1 credit per semester, with a maximum of 2 credits for projects of one year and greater in length. The project is graded on a Satisfactory/No Credit basis only. An Honors grade is not available. The student must submit a progress report once a semester to the Senior Associate Dean for Medical Education.

**Leave of Absence (LOA):** LOA is the designation for time away that involves 1) formal enrollment in another degree-granting program, or 2) a formal separation from the University for personal or medical reasons that does not involve project work related to the student's medical studies. No tuition charges are incurred while on LOA. See the table below for information

regarding available services at Brown while on LOA status. LOA can be requested for no less than one semester and no more than two years. Requests for a leave of absence beyond two years need approval from the Senior Associate Dean for Medical Education.

**Length of Time Away:** ASP and LOA status are granted for no less than one full semester. The dates of time away must coincide with the start and end dates of a semester. For students in Year 1 and 2, fall semester runs from August – December and spring semester runs from January – May. For students in Year 3 and 4, fall semester runs from May – October and spring semester runs from November – April.

To extend approved time away, the student must file an extension request via a written request to the Records & Registration Office ([ams-records@brown.edu](mailto:ams-records@brown.edu)) at least 60 days prior to the expiration of their original ASP or LOA. Students who do not file an extension request, and who do not return to the medical school, may be eligible for dismissal.

### Student Obligations

**Check in with the Financial Aid Office:** going on ASP or LOA status may affect your financial aid. Schedule a meeting with the medical school Financial Aid Office prior to the start of your time away.

**Monitor your Brown Gmail account and class listserv:** students on time away from AMS are responsible for checking their Brown Gmail account and class listserv to stay informed of important deadlines and compliance requirements.

**ASP Progress Report Form:** students on ASP status must file an ASP Progress Report Form once per semester. The form will be provided to you once your time away is approved. The student submits the form to [ams-records@brown.edu](mailto:ams-records@brown.edu) before the stated deadline.

**Returning from Time Away:** to ensure accurate enrollment and eligibility to start clinical rotations, students returning from ASP or LOA status should confirm their return date no later than 60 days before their return. Please notify the Records & Registration Office by sending an email to [ams-records@brown.edu](mailto:ams-records@brown.edu) to confirm the date of return from time away or to communicate any change in plans. Students should monitor their Brown Gmail account during their time away to ensure that they do not miss official communications.

### Services Available for ASP and LOA Status

	LOA Status	ASP Status
Remain on active student status	No	Yes
Tuition charged	No	Yes – 1/40 <sup>th</sup> of full tuition per semester
Library privileges	Yes*	Yes
Electronic services	Yes	Yes
Brown Card access	Yes*	Yes
Brown Student Health Insurance	Yes**	Yes
Brown Health Services access	No	Yes***
Professional Liability Insurance	No	Yes
Enroll in AMS or Brown courses	No	No

Periodic check-ins with Registrar's Office	No	Yes
Financial Aid affected	Yes	Yes

**\*Card Access and Library Privileges:** requests should be made to [ams-records@brown.edu](mailto:ams-records@brown.edu). Note that you will not have access to Athletic facilities and RIPTA privileges while on LOA.

**\*\*Health Insurance:** students on LOA will need to purchase health insurance directly through the Office of Insurance and Risk. Students not previously enrolled in the student health insurance program at Brown are not eligible to purchase coverage.

**\*\*\*Brown Health Services access:** request access via the time away request form. A health services fee will then be added to your student account.

If you have questions, please contact [Eileen\\_Palenchar@brown.edu](mailto:Eileen_Palenchar@brown.edu)