

	SCHOLARLY YEAR	LEAVE OF ABSENCE- SCHOLARLY YEAR	COMBINED DEGREE @ Penn: MD/MASTERS	SPECIAL MATRICULATION FOR INDIVIDUALIZED LEARNING PLANS INCLUDING DECLARATION OR REMEDIATION	LEAVE OF ABSENCE (PERSONAL)	LEAVE OF ABSENCE (MEDICAL)	LEAVE OF ABSENCE (FAMILY)	SHORT-TERM BREAK
	Examples: a fellowship at Penn, a Research Year mentored by Penn faculty Typically 1 year	Examples: non-Penn fellowship, research activities, or extra degree pursuit Typically 1 year	Examples: MD/MBA, MD/MTR, or other MD/combined degree at Penn Typically 1 year of additional study, program dependent	Examples: A student needing an individualized learning plan (ILP) and/or multiple remediations Variable, and counts toward Satisfactory Academic Progress	Examples: Military service, other career opportunities, or pursuing an additional non-Penn degree that does not fit the Scholarly Leave of Absence option 1-3 weeks up to 1 year	Examples: Personal illness including new physical and/or mental health conditions 1-3 weeks up to 1 year	Examples: Childbirth, adoption, parental responsibilities, etc. 1-3 weeks up to 1 year	Example: Unexpected short-term medical emergency, illness or death in family, or remediation of clerkship requirements 1-3 weeks
PSOM Full-Time Student Status	Yes	No	Yes	No	No	No	No	No
Process	<ul style="list-style-type: none"> Must be in good standing with no coursework in need of remediation. Must consult with their Advisory Dean and the Director of Medical Student Scholarship and Research. Must complete an Arranged Activity Form, Project Proposal, and Signed Mentor Form and submit them to the SY Program Director. After approval, students must meet with their Advisory Dean and the Associate Dean for Student Success and Professional Development to schedule their Sub-Is, electives, remaining USMLE Step exams, Frontiers, and any additional remaining graduation requirements. Prior to return, students should contact the Registrar's Office to confirm their schedule. 	<ul style="list-style-type: none"> Must be in good standing with no coursework in need of remediation. If remediation is required, must seek approval from SSC. Must consult with their Advisory Dean and the Director of Medical Student Scholarship and Research, followed by the Assoc. Dean for Student Affairs and Wellness. Must complete an Arranged Activity Form, Project Proposal, and Signed Mentor Form and submit them to the SY Program Director. Once a scholarly project has been approved, students must fill out the LDA Request form through the Office for Student Affairs. After approval, students must meet with their Advisory Dean and the Associate Dean for Student Success and Professional Development to schedule their Sub-Is, electives, remaining USMLE Step exams, Frontiers, and any additional remaining graduation requirements. Prior to return, students should contact the Associate Dean for Student Affairs and Wellness to communicate their intent to return, and contact the Registrar's Office to confirm their schedule. 	<ul style="list-style-type: none"> Consult Advisory Dean and Combined Degree Year Out (CDYO) Office. Work with Advisory Dean and the Associate Dean for Student Success and Professional Development to schedule Sub-Is, electives, remaining step exams, Frontiers, and any additional graduation requirements. As a dual degree student, any academic or professional deficiencies may be shared between both administrative programs. Students needing remediation for academic and/or professional deficiencies are discouraged from transitioning to a Masters curriculum, and this must be discussed with the Associate Dean for Student Affairs and Wellness. Prior to return, students should contact the Registrar's Office to confirm their schedule. 	<ul style="list-style-type: none"> Consult with Associate Dean for Student Success and Professional Development. An ILP is required to account for full-time student status and the ILP will be kept on file with the Registrar. Note: for a single remediation, a short-term break should be used. 	<ul style="list-style-type: none"> Must first meet with and receive approval from the Associate Dean of Student Affairs and Wellness and/or the Associate Dean for Student Success and Professional Development while in consultation with the student's Advisory Dean. Enrolled in MD/PhD program, Associate Dean for Physician Scientist Training must be consulted. Must submit official request form, then meet with the Associate Dean(s) and receive, review, and return an attestation of receipt and understanding of the LDA letter to Associate Dean of Student Affairs and Wellness PRIOR to beginning a leave. Students with academic or professional deficiencies at the time of leave must have pre-approval of SSC for the LDA. Prior to returning from LDA, students are required to communicate their intent to return in writing to the Associate Dean for Student Affairs and Wellness and must meet any stipulations set in their LDA letter. Students who do not return at the end of their LDA may be administratively withdrawn from PSOM. 	<ul style="list-style-type: none"> Must first meet with and receive approval from the Associate Dean of Student Affairs and Wellness and/or the Associate Dean for Student Success and Professional Development while in consultation with the student's Advisory Dean. Enrolled in MD/PhD program, Associate Dean for Physician Scientist Training must be consulted. Provide documentation from a Penn Student Health Services provider, pre-approved PennMedicine provider, CAPS healthcare provider, and/or an administrative psychiatrist or medical evaluation. Must submit official request form, then meet with the Associate Dean(s) and receive, review, and return an attestation of receipt and understanding of the LDA letter to Associate Dean of Student Affairs and Wellness PRIOR to beginning a leave. Students with academic or professional deficiencies at the time of leave may need to request pre-approval of SSC for the LDA. Prior to returning from LDA, students are required to communicate their intent to return in writing to the Associate Dean for Student Affairs and Wellness and must meet any stipulations set in their LDA letter. "Fit-for-Duty" letter must be submitted to the Associate Dean for Student Affairs and Wellness from the healthcare provider in Penn Student Health Services, a pre-approved PennMedicine provider, or a CAPS healthcare provider. Students who do not return at the end of their LDA may be administratively withdrawn from PSOM. 	<ul style="list-style-type: none"> Must first meet with and receive approval from the Associate Dean of Student Affairs and Wellness and/or the Associate Dean for Student Success and Professional Development while in consultation with the student's Advisory Dean. Enrolled in MD/PhD program, Associate Dean for Physician Scientist Training must be consulted. Must submit official request form, then meet with the Associate Dean(s) and receive, review, and return an attestation of receipt and understanding of the LDA letter to Associate Dean of Student Affairs and Wellness PRIOR to beginning a leave. Students with academic or professional deficiencies at the time of leave may need to request pre-approval of SSC for the LDA. Prior to returning from LDA, students are required to communicate their intent to return in writing to the Associate Dean for Student Affairs and Wellness and must meet any stipulations set in their LDA letter. Students who do not return at the end of their LDA may be administratively withdrawn from PSOM. 	<ul style="list-style-type: none"> Communicate with Associate Dean for Student Affairs and Wellness before and upon return. Students in Core 1 must make up any missed coursework and exams and may be required to take a Personal Leave of Absence if an entire course needs to be taken. Students in Core 2, depending on the timing of the short-term break, must make up missed work and/or shifts, or postpone the entire clerkship to the next year, at the discretion of the Clerkship Director(s). A student who has an outstanding Core 2 failure (exam or clinical) may use a short-term break to remediate the failed component.
Eligible to work in PSOM	Yes	In non-student roles only with written permission from the Associate Dean for Student Success and Professional Development.	Yes	Permission required by Associate Dean for Student Success and Professional Development	In non-student roles only, with a review of the circumstances and written permission from the Associate Dean for Student Affairs and Wellness.	In non-student roles only, with a review of the circumstances and written permission from the Associate Dean for Student Affairs and Wellness.	In non-student roles only, with a review of the circumstances and written permission from the Associate Dean for Student Affairs and Wellness.	Yes
Participate in PSOM related activities (Interact groups, affinity groups, MSG, etc.)	Yes	Yes, with permission from the Associate Dean for Student Success and Professional Development	No	Permission required by Associate Dean for Student Success and Professional Development	No	No	No	Yes
Take NBME exams	Yes	Yes, with permission from the Associate Dean for Student Success and Professional Development	No	Permission required by Associate Dean for Student Success and Professional Development	No	No	No	Yes
Tuition and Fees	Students will not pay tuition beyond the 8 required semesters; however, will be responsible for administrative fees. (May request clinical leave/leave if doing research off-campus)	No	Tuition and fees are program specific. The student is responsible for Masters degree tuition (grants and stipends possible as defined by the program. Any MD scholarship will not apply to Masters tuition).	Students will not pay tuition beyond the 8 required semesters; however, they will be responsible for administrative fees for every semester of enrollment.	No	No	No	Yes
Financial Aid	Prior year loans are eligible for in-school deferment. Direct loans may be available to assist in covering fees, health insurance and living expenses.	No	Not eligible for loans or financial aid.	Not eligible for loans or financial aid.	No	No	No	Yes
Penn Student Insurance Plan (PSIP/Health Insurance)	PSIP or other plan required	Yes	Eligible for loans and financial aid	Eligible for loans and financial aid	Yes	Yes	Yes	Eligible for loans and financial aid
Liability Insurance Coverage	PSIP or other plan required	No	PSIP or other plan required	PSIP or other plan required	No	No	No	PSIP or other plan required
Student Standards Committee (SSC) approval required	Yes	Generally no; however, yes if asking to go on leave with academic or professional deficiencies, and yes if requesting an extension beyond 1 year	No	Maybe, consult with the Associate Dean for Student Success and Professional Development	Yes	Yes	Yes	No, unless multiple (more than one) short breaks occur
Student Standards Committee (SSC) notified	No	Yes	Yes	Yes	No	No	No	Yes, unless multiple (more than one) short breaks occur
Noted on MSGE	Recorded as "Scholarly Year" with dates	Recorded as "Leave of Absence- Scholarly Year" with dates	Yes, dates only	Yes, dates and ILP	Recorded as "Leave of Absence" with dates	Recorded as "Leave of Absence" with dates	Recorded as "Leave of Absence" with dates	No, unless multiple (more than one) short breaks occur and is at discretion of SSC
Noted on Transcript	Recorded as a course, P/F, including approved title of project	Recorded as "Area of Concentration" with no dates	Yes, dates only	Yes, dates and ILP	Recorded as "Leave History" with dates	Recorded as "Leave History" with dates	Recorded as "Leave History" with dates	No, unless multiple (more than one) short breaks occur and is at discretion of SSC