



Leave of Absence for Educational and/or Professional Development Opportunities

Pharmacology Department Policy: Pharmacology trainees must request permission for a leave of absence from their graduate studies to engage in opportunities related to their educational or professional development approximately 6 months in advance. This request must be approved by the mentor/co-mentor and the Graduate Program Committee (GPC). If necessary, the dissertation committee can help the trainee and mentor/co-mentor identify the most appropriate time for a leave of absence. Depending on the trainee's current funding, permission also may need to be requested from the funding agency 8-12 weeks in advance.

Please sign below to attest to the following statements:

- 1) We have discussed a leave of absence from the graduate program for an educational or professional development opportunity within the next 12 months.
- 2) We have discussed the planned start date, duration of leave, and a re-entry plan.
- 3) The trainee will discuss the plans with the Student Affairs Program Manager in order to initiate and coordinate the leave of absence requests from Rackham Graduate School and any funding agencies.

Trainee: _____

Print name

Signature

Date

Mentor: _____

Print name

Signature

Date

Chair, Graduate Program Committee: _____

Signature

For more information about the Rackham LOA (Medical Reasons; Family Necessity or Dependent Care; Military Service; Personal Reasons), please refer to the Rackham policies and procedures. <https://rackham.umich.edu/navigating-your-degree/leave-of-absence/>