

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Leave of Absence</b>		<b>SOP #: RR.002.03</b>
Effective Date	2.1.2019	
Last Revision/Review	1.6.23, 05.03.2023	

### **1. Purpose**

Burrell College provides a Leave of Absence to accommodate a student who is experiencing a situation that significantly affects their ability to fully participate in the requirements of the degree program.

### **2. Related Policy/Authority**

BCOM Policy B9090 – Leave of Absence  
BCOM Student Handbook – Withdrawal from the College  
BCOM Policy 6015 – Time to Degree

### **3. Faculty/Staff Responsibilities**

Dean of the College  
Dept. Head of Enrollment Services  
Registrar  
Director of Financial Aid

### **4. Definitions/Abbreviations**

LOA – leave of absence

### **5. Procedural Steps**

#### **Request for Leave of Absence**

1. A student who requests a leave of absence is responsible for all academic work scheduled until the request is approved by the Dean.
2. A student who requests a leave of absence is required to file their request with Registrar and complete the Leave of Absence Request form.
3. Any student who goes on leave of absence during the academic year is charged tuition and any applicable fees to the end of the period in which he or she leaves.
4. A student who requests a leave of absence must meet with Office of Financial Aid to discuss the implications of the LOA on his or her student loans and future financial aid eligibility.
5. All Leaves of Absence are filed through the Office of the Registrar and approved by the Dean of the College.
6. Once approved by the Dean of the College through an official letter, the Exit Counseling procedure outlined in the Student Handbook will be followed.
7. The student is withdrawn from all courses if the leave is granted in the midst of an academic term. A grade of W (Withdrawal) is posted by the Registrar on the official transcript.
8. The Dean's approval of the LOA request will document the approved leave date and be placed in the student's permanent record unless a future date is approved by the Dean, as requested by the student.
9. Upon notification of approval of the LOA and upon completion of checkout procedures, the Registrar will provide written notice of the LOA status to the student. Notice of the student's LOA

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status will also be disseminated to the administrative offices of the College according to regulatory guidelines as necessary.

10. The Registrar will remove the approval status, if applicable, of the student from the NBOME/NBME/NRMP rosters.

### **Request to Return from Leave of Absence**

1. All returns from leaves of absence are filed through the Office of the Registrar and approved by the Dean of the College.
2. 90 days prior to the beginning of the term, the OTR sends the Return from Leave form to the potentially returning student.
3. Within 60 days prior to return, the student is required to complete the Return from Leave form to the Registrar.
4. A student returning from a leave of absence for medical reasons will be requested to provide documentation to support their ability to return to the degree program.
5. The student must adhere to college curriculum requirements policies in effect at the time of their return.
6. Upon return, the student must meet financial obligations in effect at the time of their return.
7. A student on a leave of absence who fails to return from the leave of absence without notice or in the time specified in their LOA notification from the Dean will be considered as permanently withdrawn from the College.

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

The Registrar developed the procedure; it will be reviewed and updated annually.

### **8. Signature**

Approved by	1.6.23
Registrar	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/8/2019	5	Student will be removed from approval within the NBOME/USMLE/NRMP rosters		7/8/2019
10.7.2020	5	Written notification of status change once LOA is approved		10/8/2020
1.6.23	5	Clarified Dean's Approval if future date requested for LOA.		1/3/2023