

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Leave of Absence for Advanced Study	SOP #: RR.003.05
Effective Date	1/18/2019
Last Revision/Review	8/28/19, 4/6/21, 05/03/2023, 06/26/2025, 10/30/2025

1. Purpose

To provide procedures for administering the College's Advance Study Leave Policy.

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

SOP # RR.024 Student Status Change
Dean and Chief Academic Officer
Department Head Academic Affairs
Department Head of Clinical Education
Department Head of Research
Department Head of Student Research
Registrar
Department Head of Financial Aid

4. Definitions/Abbreviations

Advanced Study Leave means a temporary interruption in a student's course of study in the osteopathic medicine program for a period of time greater than fifteen (15) consecutive school days during the regular academic year for the purpose of engaging in advanced study, organized research and/or creative scholarship at the Burrell College of Osteopathic Medicine or another institution.

Advanced Study means an optional learning experience that allows an enrolled medical student to pursue additional knowledge outside of the defined osteopathic medicine curriculum. Examples of advanced study include but may not be limited to extended periods of organized research or creative scholarship, and/or enrollment in non-degree or degree programs in a field other than medicine at an accredited College or University.

Degree Program means a program of study at an accredited college, university, or higher education institution that leads to an academic degree (e.g., master's or doctoral degree).

Non-Degree Program means a formal coursework taken from an accredited college, university, or higher education institution that does not lead or apply to a degree. Non-degree programs may involve a grouping of courses into a formal certificate program concentrated on a specific area of study.

Medical Student means a person enrolled at Burrell College that is pursuing a course of study towards

the Doctor of Osteopathic medicine.

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.

Organized Research and Creative Scholarship means all research and development activities of an institution that are separately budgeted and accounted for. Organized research and creative scholarship includes Sponsored Research and University Research.

Sponsored Research means all research and development activities that are sponsored by federal and non-federal agencies and organizations.

University Research means all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds.

5. Procedural Steps

5.1 The student will initiate the request for Advanced Study Leave at least 60 days prior to the anticipated date of the leave commencing

5.2 The student will initiate the request with the Office of the Registrar. The Office of the Registrar will provide the student with the LOA form. The student will submit the LOA form with the appropriate documentation to the Registrar. Documentation will detail the request for advanced study leave and provide sufficient detail about the planned activity to allow an ad hoc committee to evaluate the request:

- Name of Project
- Research Plan
- Supervisor CV
- Letter of support from Mentor

5.3 The LOA form and accompanying documentation will be routed to the Office of Research and Sponsored programs.

5.4 The Department Head of Research convenes a meeting with an *Ad hoc* Review Committee to review the request. The Department Head of Research or Department Head from Academic Affairs or Clinical Education will serve as Chair of the *Ad hoc* review committee. The student making the request shall be invited to the meeting to present her/his case for requesting leave and to answer questions that the committee members have regarding the leave request. The composition of the Review Committee includes the following:

- Department Head of Research
- Department Head from Academic Affairs or Clinical Education
- Department Head of Student Affairs
- Department Head of Student Research (If the activity is research/creative scholarship leave)
- 2 additional faculty
- Registrar (*ex officio*, non-voting)

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- Department Head of Financial Aid (*ex officio*, non-voting)

The Committee will review and deliberate on the request and will vote on a recommendation to be forwarded to Department Head of Enrollment Services. The *ex officio* members will aid in the decision making, but will not vote in the final recommendation. The vote shall be either: "Recommend Leave" or "Do Not Recommend Leave". The review committee may defer the vote pending receipt of additional information prior to final vote but will need to reconvene after additional information is provided for further deliberation and vote. The vote count shall be recorded and included in the recommendations to the Dean/Chief Academic Officers.

5.5 The Committee's recommendation is forwarded to the Department Head of Enrollment Services by the meeting Chair for final approval. The recommendation will include a summary of the basis for the committee decision. The Department Head of Enrollment Services will make a final decision on leave.

5.6 The student has the right to appeal the decision in writing to the Dean, and the appeal must be submitted within three (3) business days of the date on the decision letter. If no appeal is filed, the decision stated in the letter will become final.

5.7 The 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, as requested by the student.

5.8 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.

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

5.10 Notice of the student's approved leave of absence will also be disseminated to the administrative offices of the College as listed in SOP # RR.024 Student Status Change. Each office follows their policy and procedures from this point.

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

Burrell Student Handbook

Policy B6010 – Time to Degree Policy

Policy B9091– Advanced Study Leave

7. Maintenance

Office of Research and Sponsored Programs

8. Signature

Approved

Registrar

10.30.2025

Date

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9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
4.6.21	All	Updated language to include the advanced study language, retitled SOP for consistency with Policy.		4.6.21
5.3.2023	5.5	Revised current titles for Review Committee members		
3.19.2025	2,5	Added information referencing SOP # RR.024.00 Student Status Change.	3.19.2025	2,5
06.26.2025	5	Changed approval to Department Head of Enrollment Services		6.26.25
10.30.2025	5	Added language for appeal process		10.31.2025