

BURRELL COLLEGE
of
HEALTH SCIENCES
POLICY MANUAL

SECTION: Students
TOPIC: Leave of Absence
Approved: Signature on File

Policy: B9090
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POLICY

The College provides a leave of absence (LOA) to accommodate a student who is experiencing a situation that significantly affects their ability to fully participate in the requirements of the degree program or to accommodate a student who wishes to interrupt the normal course of study towards a degree program for the purpose of engaging in advanced study, research and/or creative scholarship.

RESPONSIBLE OFFICIAL(S):

Department Head of Student Services and Office of the Registrar

DEFINITIONS:

A **leave of absence** is a temporary period of non-enrollment in a student's program of study for a period of time greater than fifteen (15) consecutive days of scheduled academic activities.

A **temporary withdrawal** is a Leave of Absence that extends beyond the 180-day LOA limit set by Financial Aid regulations (Title IV).

PROCEDURE:

1. A student may request a leave of absence for any of the following reasons:
 - a. Medical conditions/treatment
 - b. Other circumstances that are necessary due to the student's inability to participate in coursework.
2. A student may be administratively placed on a leave of absence due to a COMLEX-USA® Level 1 failure in the D.O. degree program.
3. A student who requests a leave of absence is responsible for all academic work scheduled until the request is approved by the Department Head of Student Services.
4. A student who requests a leave of absence is required to file their request with the Registrar and complete the Leave of Absence Request form. Additional documentation may be required depending on the reason for leave.
5. Students considering a leave of absence for the purposes of engaging in advanced study, research and/or creative scholarship must follow Policy B9091 Advanced Study Leave.
6. All Leaves of Absence are filed through the Office of the Registrar and approved by the Department Head of Student Services.
7. Students who return from a Leave of Absence are required to complete a Return from Leave form through the Office of the Registrar which may require additional documentation.
8. All returns from leaves of absence are filed through the Office of the Registrar and approved by the Department Head of Student Services, or Designee.
9. Upon return, the student must meet financial obligations in effect at the time of their return.
10. A student on a leave of absence who fails to return from the leave of absence will be considered permanently withdrawn from the College.

CROSS REFERENCES:

College Student Handbook – Withdrawal from the College

Policy SOM6010 – Time to Degree

Policy B9091 – Advanced Study Leave

Policy B5001 – Code of Professional Conduct

Policy B9510 – Tuition Refund

Standard Operating Procedure - Leave of Absence (RR.002)

Standard Operation Procedure - Advanced Study Leave (RR.003)