

BURRELL COLLEGE
of
HEALTH SCIENCES
POLICY MANUAL

SECTION: Student Administration
TOPIC: Advanced Study Leave
Approved: Signature on File

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POLICY

An Advanced Study Leave of absence is intended to accommodate a student who wishes to interrupt the normal course of study in a degree program for the purpose of engaging in advanced study, research and/or creative scholarship.

The College supports a qualified student's request for an Advanced Study Leave for the purpose of engaging in advanced study, organized research and/or creative scholarship. Advanced Study Leave is granted to students who are in good academic standing, have completed their first year of study, and wish to pursue advanced study or organized research and/or creative scholarship opportunities.

Advanced Study Leave may be granted by the School Dean for a maximum of one year and shall not count towards time to degree (six years following matriculation). Re-admission is guaranteed provided that:

1. The student has remained in compliance with the College's Codes of Academic Conduct while on leave.
2. The student makes satisfactory progress at the sponsoring institution and provides documentation.
3. The student meets the standards for re-enrollment.

RESPONSIBLE OFFICIAL(S):

School Dean, Office of Research, Registrar, and Office of Financial Aid

DEFINITIONS:

Advanced Study is 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.

Advanced Study Leave is 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, research and/or creative scholarship at the Burrell College of Health Sciences or at another institution.

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 for a degree. Non-degree programs may involve a grouping of courses into a formal certificate program concentrated on a specific area of study.

Student means a person enrolled at Burrell College that is pursuing a course of study towards a degree at the College.

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 include 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.

Good Academic Standing is having achieved a passing grade in all completed courses and having no other academic and/or disciplinary deficiencies.

PROCEDURE:

1. A student who requests an Advanced Study Leave from the College is responsible for all academic work scheduled until the request is approved by the School Dean.
2. Students considering an Advanced Study Leave must notify the Office of Research and Sponsored Programs to discuss the appropriateness of the request.
3. Students must formally initiate the request with Office of the Registrar. Students may also be referred to the Office of Financial Aid to discuss the ramifications of the Leave.
4. The Office of Research and Sponsored Programs will make a recommendation for approval to the School Dean.
5. All leave of absence requests for engaging in advanced study, research and/or creative scholarship are approved by the School Dean.
6. The requested dates of leave must coincide with the College's academic calendar.
7. Failure to comply with this policy may result in termination of the leave.

CROSS REFERENCES:

College Student Handbook – Withdrawal from the College

Policy SOM6010 – Time to Degree

Policy B9090 – Leave of Absence

Standard Operating Procedure Leave of Absence (RR.002)

Standard Operating Procedure Advanced Study (RR.003)