

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Students

Policy B9090

TOPIC: Leave of Absence

Approval Date: 8/3/17

Revised: 6/18, 11/18, 5/15/19, 10/24/19  
4/19/2021

Approved: Signature on File

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## **POLICY**

A leave of absence (LOA) is a period of non-enrollment during which a student is not considered to be working toward the Doctor of Osteopathic Medicine. 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 the Doctor of Osteopathic Medicine for the purpose of engaging in advanced study, research and/or creative scholarship. Any recommendation and/or approval of a LOA related to advanced study, research and/or creative scholarships does not express any opinion related to nor shall it constitute an actual or implied endorsement of such activities.

## **RESPONSIBLE OFFICIAL(S)**

Office of the Registrar

## **DEFINITIONS**

A **voluntary 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).

## **IMPORTANT INFORMATION ABOUT LEAVES OF ABSENCE**

- **Financial Aid:** Students receiving scholarship or other financial aid should consult the Financial Aid Office concerning the financial implications of going on leave.
- **Health Insurance:** Please refer to the Office of Student Affairs for information regarding health insurance coverage or lack thereof while on a leave of absence.
- **Malpractice Insurance:** Students on leave are not covered by the College for malpractice insurance.
- **Loan Repayment and Scholarship(s):** Loans will become due according to the terms and conditions of the contract with the lenders. Students are responsible to discuss this with the appropriate lenders to determine the appropriate course of action.

## **PROCEDURE**

A student may request a leave of absence for any of the following reasons:

1. Required health care;
2. Finances;
3. Family leave;
4. Active military deployment;
5. Engagement in advanced study, research and/or creative scholarship;
6. Other exceptional situations considered on a case-by-case basis.

## **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. Students considering a leave of absence for the purposes of engaging in advanced study, research and/or creative scholarship must follow the Advanced Study Leave of Absence Policy.
3. A student who requests a leave of absence is required to file their request with Registrar and complete the Leave of Absence Request form. If a request for a leave of absence is for the purposes of engaging in advanced study, research and/or creative scholarship, the student must have the documented recommendation from the Office of Research and Sponsored Programs.
4. 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.
5. 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.
6. For **financial aid purposes**, a leave of absence in excess of 180 days in any 12-month period will be considered as a temporary withdrawal as defined by the U.S. Department of Education in its Code of Federal Regulations.
7. All Leaves of Absence are filed through the Office of the Registrar and approved by the Dean of the College.
8. Once approved by the Dean of the College through an official letter, the Withdrawal from the College procedure outlined in the Student Handbook will be followed.
9. The student is withdrawn from all courses if the leave is granted in the midst of an academic term. A grade of W (Withdrawal) or WF (Withdrawal-Failing) appears on the official transcript.
10. Any student who is on an approved LOA for active military deployment or engagement in advanced study, research, and/or creative scholarship may be permitted to participate in student clubs/organizations on a case-by-case approval by the Office of Student Affairs and in collaboration with the Office of Research and Scholarship Activity, as necessary. Students on all other approved LOA's will not be permitted to participate in student clubs/organizations and/or College-sponsored activities.
11. The LOA request will document the approved leave date and be placed in the student's permanent record.

#### **Request to Return from Leave of Absence/Temporary Withdrawal**

1. Students going on leave are reminded that all degree candidates, whether currently registered or not, are expected to maintain a satisfactory standard of conduct.
2. Within 30 days prior to return, the student is required to complete a Return from Leave of Absence form through the Office of the Registrar.
3. 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.
4. All returns from leaves of absence are filed through the Office of the Registrar and approved by the Dean of the College, or designee.
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 will be considered as withdrawing from the College.

#### **CROSS REFERENCE:**

College Student Handbook – Withdrawal from the College

Policy B6010 – Time to Degree

Policy B9091 – Advanced Study Leave

Standard Operating Procedure for Leave of Absence (RR.002) and Leave of Absence – Advanced Study (RR.003)