

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Leave of Absence for Advanced Study	SOP #: RR.003.02
Effective Date	1/18/2019
Last Revision/Review	1/18/2019, 8/28/19, 4/6/21, 05/03/2023

1. Purpose

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

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Dean and Chief Academic Officer
Associate Dean of Pre-Clinical Education
Associate Dean of Clinical Education
Assistant Dean for Research
Director of Student Research
Registrar
Director 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 must meet with the Assistant Dean for Research and the Associate Dean of Pre-Clinical or Clinical Education to discuss the appropriateness of the request, details of the research/advanced study that will be conducted, and research-related/advanced study arrangements.
- 5.2 The student will initiate the request for Advanced Study Leave at least 60 days prior to the anticipated date of the leave commencing
- 5.3 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.
- 5.4 The LOA form and accompanying documentation will be routed to the Office of Research and Sponsored programs.
- 5.5 The Assistant Dean for Research convenes a meeting with an *Ad hoc* Review Committee to review the request. The Assistant Dean for Research or Associate/Assistant Dean from Pre-Clinical 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:
 - Assistant Dean for Research
 - Assoc/Asst. Dean representation from Pre-Clinical or Clinical Education
 - Assistant Vice President of Student Affairs
 - Director of Student Research (If the activity is research/creative scholarship leave)
 - 2 additional faculty
 - Registrar (*ex officio*, non-voting)
 - Director 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 the Dean/Chief Academic Officer. The *ex officio* members will aid in the decision making, but will not vote in the final recommendation. The vote shall be either: "Recommend

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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.

- 5.6** The Committee’s recommendation is forwarded to the Dean by the meeting Chair for final approval. The recommendation will include a summary of the basis for the committee decision. The Dean/Chief Academic Officer will make a final decision on the leave.
- 5.7** The Dean sends the Decision Letter to the student. The following offices will get notified and copies of the Decision Letter will be made available for the Office of Research and Sponsored Programs, Office of Preclinical or Clinical Education, Registrar, Financial Aid, and Student Affairs. The decision of the Dean is final.
- 5.8** 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 by

5/9/2023

Registrar

Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date

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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		5/9/2023