

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Students

Policy B9090

TOPIC: Leave of Absence

Approval Date: 8/3/17

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Approved: Signature on File

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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 the Doctor of Osteopathic Medicine for the purpose of engaging in advanced study, research and/or creative scholarship.

RESPONSIBLE OFFICIAL(S)

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 who requests a leave of absence is responsible for all academic work scheduled until the request is approved by the Department Head of Enrollment Services.
3. 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.
4. 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.
5. All Leaves of Absence are filed through the Office of the Registrar and approved by the Department Head of Enrollment Services.
6. 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.
7. All returns from leaves of absence are filed through the Office of the Registrar and approved by the Dean of the College, or designee.
8. Upon return, the student must meet financial obligations in effect at the time of their return.
9. 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 REFERENCE:

College Student Handbook – Withdrawal from the College

Policy B6010 – Time to Degree

Policy B9091 – Advanced Study Leave

Policy B5001 – Code of Professional Conduct

Policy B9410 – Tuition Refund

Standard Operating Procedure - Leave of Absence (RR.002)
Standard Operation Procedure - Advanced Study Leave (RR.003)