

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Leave of Absence		SOP #: RR.002.06
Effective Date	2.1.2019	
Last Revision/Review	10.31.2025	

1. Purpose

Burrell College provides a Leave of Absence to accommodate a student who is experiencing a situation that significantly affects their ability to fully participate in the requirements of the degree program.

2. Related Policy/Authority

BCOM Policy B9090 – Leave of Absence

BCOM Student Handbook – Withdrawal from the College

BCOM Policy 6015 – Time to Degree

SOP # RR.024 Student Status Change Policy B5001 – Code of Professional Conduct

SOP # RR.003 - Advanced Study Leave

3. Faculty/Staff Responsibilities

Dean of the College

Dept. Head of Enrollment Services

Registrar

Director of Financial Aid

4. Definitions/Abbreviations

LOA – leave of absence

5. Procedural Steps

Types of Leave

1. Medical conditions/treatment
2. Other circumstances that are necessary due to the student's inability to participate in coursework.

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. A student who requests a leave of absence is required to file their request with Registrar and complete the Leave of Absence Request form. Additional documentation may be required depending on reason for leave.
3. Any student who goes on leave of absence during the academic year is charged tuition and any applicable fees in accordance with the College's Tuition Refund Policy.
4. A student who requests a leave of absence must meet with the Office of Financial Aid to discuss the implications of the LOA on their student loans and future financial aid eligibility. 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.

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5. Students seeking leave for a medical condition are required to include documentation, such as a letter, from a licensed health care professional including diagnosis, treatment plan, and expected leave period.
6. All Leaves of Absence are filed through the Office of the Registrar and approved by the Department Head of Enrollment Services. Once approved by the Department Head of Enrollment Services through an official letter, the Exit Counseling procedure outlined in the Student Handbook will be followed.
7. The student is withdrawn from all courses if the leave is granted during an academic term. A grade of W (Withdrawal) is posted by the Registrar on the official transcript.
8. The approval of the LOA request will document the approved leave date and be placed in the student's permanent record unless a future date is approved, as requested by the student.
9. Upon notification of approval of the LOA and upon completion of checkout procedures, the Registrar will provide written notice of the LOA status to the student. Notice of the student's LOA status will also be disseminated to the administrative offices of the College according to regulatory guidelines as necessary.
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. Any student who is on an approved LOA for medical reasons is removed from all access to academic activities and related resources for the duration of their leave. For students on all other approved LOA's, their access to academic activities and related resources is determined on a case-by-case basis by the Department Head of Enrollment Services in consultation with the Dean.
12. The Registrar will remove the approval status, if applicable, of the student from the NBOME/NBME/NRMP rosters.
13. Notice of the student's approved leave of absence will also be disseminated to the administrative offices of the College as listed in SOP # RR.024.00 Student Status Change.
14. Students on an approved Leave of Absence are required to comply with the Colleges Code of Professional Conduct policy and honor codes.
15. If a student is permitted to take an LOA for COMLEX-USA Level 1 preparation, the student must return a passing score within 180 calendar days, from the time of approval. If, at the end of this 180-day period, the College has not received documentation that the student has achieved a passing score, the student will be administratively withdrawn from the College.
16. The student has the right to appeal the decision in writing to the Dean, and the appeal must be submitted within three (3) business days of the date on the decision letter. If no appeal is filed, the decision stated in the letter will become final.

Request to Return from Leave of Absence

1. All returns from leaves of absence are filed through the Office of the Registrar and approved by the Dean of the College.
2. Ninety (90) days prior to the beginning of the term, the OTR sends the Return from Leave form to the potentially returning student.

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3. Within 60 days prior to return, the student is required to complete the Return from Leave form to the Registrar.
4. A student returning from a leave of absence for medical reasons will be required to provide documentation, from a licensed healthcare professional, to support their ability to return to the degree program.
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 or in the time specified in their LOA notification from the Department Head of Enrollment Services will be considered permanently withdrawn from the College.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

The Registrar developed the procedure; it will be reviewed and updated annually.

8. Signature

Approved by
Registrar

10.31.2025
Date

9. Distribution List

Internal/External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/8/2019	5	Student will be removed from approval within the NBOME/USMLE/NRMP rosters		7/8/2019
10.7.2020	5	Written notification of status change once LOA is approved		10/8/2020
1.6.23	5	Clarified Dean's Approval if future date requested for LOA.		1/3/2023
3.19.2025	2,5	Added information referencing SOP # RR.024.00 Student Status Change.		
6.25.2025	5	Added information on Medical LOA and COMLEX related LOA requests		6.25.2025
10.15.2025	5	Added information on appeals		10.31.2025