

INSTITUTIONAL POLICY: E-26

CATEGORY: Education

SUBJECT: Leave of Absence

EFFECTIVE DATE: February 1, 1990

LAST REVISION DATE: December 9, 2006

The stress involved in the pursuit of a degree in Osteopathic Medicine is not an adequate reason for being granted a leave of absence. Leaves of absence may be granted for reasons including, but not limited to: medical problems and/or family crisis.

For financial aid purposes, any leave of absence in excess of 180 days in any 12-month period will be considered as a withdrawal beginning with the initial date of the approved leave of absence in accordance with Higher Education Amendments enacted in October 1998. Any student who petitions for or is required to take a leave of absence should immediately visit the Director of Financial Aid to ascertain the effects of the leave.

A student desiring a leave of absence must provide a written request to the Vice President for Academic Affairs and Dean. In the case of a medical leave of absence, the request must be accompanied by a letter from a physician or appropriate health care professional describing the nature of the illness for which the leave is requested, and the estimated length of time needed for recovery.

The Vice President for Academic Affairs and Dean will notify the student in writing of the final decision, including starting date for the leave and a date when the leave will be reconsidered. The Vice President for Academic Affairs and Dean will also notify the Registrar's Office, the Student Affairs Office, the Financial Aid Office, the Office of Business Affairs and the appropriate associate dean. A student is responsible for all academic work scheduled up to the date the leave is approved. Students will not be excused from academic responsibilities prior to the approval of the request except in emergency situations.

A student who is granted a leave of absence will be withdrawn from all courses, systems or rotations by the Registrar, and their permanent record will be marked with a withdrawal ["W"], withdrawal passing ["WP"] or withdrawal failing ["WF"], as appropriate. Before a student may return, a written request must be submitted to the Vice President for Academic Affairs and Dean. In the case of a leave for medical reasons, a letter from a physician or appropriate health care professional stating that the student has recovered from the illness leading to the leave of absence must accompany the written request.

Students whose excused absences demonstrate a pattern which interferes with the student's ability to meet the academic rigors of an osteopathic medical education may, as a last resort, be required by the Vice President for Academic Affairs and Dean to take a medical leave of absence.