

**Nova Southeastern University
College of Osteopathic Medicine**

Policy Update:	Leave of Absence
COM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	August 29, 2017
Student Handbook Issue:	2017-18 Academic Year

Portions of the Leave of Absence policy have changed. The portion of the original policy that is affected, which can be found on page 59-60 of 2017-2018 COM Student Handbook, is updated with the following:

F. Leave of Absence (LOA)

It is recognized that students may need to temporarily discontinue all coursework (which includes clinical rotations) either voluntarily or by administrative action.

If a student will be on leave for 50 percent or more of one or more courses while on an LOA, the student will be withdrawn from those courses (see Withdrawal from a Course section in this handbook). In all such cases, a *W*, *WP*, or *WF* will be noted on the student's transcript. In such cases of withdrawal from a course, the student must repeat the course in its entirety during the next course offering after return from leave and will receive his/her earned grade. Until the course is repeated, the student may not progress to the next class year of study.

If a student will be on leave for less than 50 percent of one or more courses while on a LOA, those course directors involved will be notified and consulted regarding possible dates of return and time allowed for making up missed coursework and examinations. While on a leave of absence, a student is not eligible to attend any class or laboratory session, make up incomplete class work, or take any class examinations. A student who is on a leave of absence is not eligible to take any COMLEX examination unless the LOA is for failure to pass a COMLEX examination by the designated deadline or by special permission from the office of the dean.

A student is not eligible to take a LOA during the M3 class year of study except for documented medical reasons or for special circumstances approved by the office of the dean.

All leave time is counted towards the graduation requirement of completing the program within 150% of the time for the program's curriculum, starting from the date of matriculation into the COM or, for transfer students, the date of matriculation into their original college of osteopathic medicine or college of allopathic medicine.