

Nova Southeastern University  
College of Osteopathic Medicine

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Policy Update:	Voluntary Leave of Absence Policy
COM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	May 10, 2017
Student Handbook Issue:	2016-17 Academic Year

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Portions of the Voluntary Leave of Absence Policy have changed. The original policy, which can be found on pages 135-136 of the 2016-2017 COM Student Handbook, is updated with the following:

## **2. Voluntary Leave of Absence**

A voluntary leave of absence is a request by a student to discontinue coursework for personal, financial, or medical reasons; for dedicated time to prepare for board examinations; or another significant reason.

A student requesting a leave of absence must complete the proper paperwork (LOA form) obtained from the Office of Student Affairs. In addition to the completion of the form, the student must meet with a counselor in the Office of Financial Aid to establish the parameters of his/her financial aid. The financial aid of a student on LOA will be adjusted accordingly, which may require a return of previously disbursed money. A student will not be able to obtain financial aid during a leave regardless of the reason for the leave.

The request for a voluntary leave of absence must be submitted, in writing, to the director of the Office of Student Affairs who will review the request and submit a recommendation to the dean. The dean will then determine whether or not the leave of absence is to be granted. During the clinical years, students may request one-month leave of absences from the Office of Clinical Education (see NSU-COM Clinical Training Manual for OMS-III and OMS-IV Students). Students entering the M3 class year of study will not be permitted to take a leave of absence during their first rotation block (July).

Students requesting leave time beyond one-year in length must meet with the Student Progress and Professional Behavior Committee who will make a recommendation to the dean regarding readmission.

Students granted a leave of absence for medical reasons may be required to have a licensed physician, approved by the dean, certify in writing that the student is able to resume his/her studies and meet all of the Core Performance Standards for Admissions and Progress with or without reasonable accommodation before he/she will be allowed to resume the program. Any limitations

that the student may have must be clearly documented before the student may be able to resume the program.

Students granted a leave for absence for financial reasons must, before their return to the university, prove to the financial departments of the university that they have the financial capability to continue their education.