

**Nova Southeastern University
College of Osteopathic Medicine**

Policy:	Leave of Absence
COM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	July 12, 2022
Student Handbook Issue:	2021 - 2022 Academic Year

*The **Leave of Absence** policy has changed. The original policy, which can be found on pages 137-140 of the 2021-2022 Student Handbook, is replaced with the following:*

H. Leave from Studies

It is recognized that students may need to temporarily discontinue all coursework (which includes clinical rotations) either voluntarily or by administrative action. This can occur through a Leave of Absence (LOA) or an Administrative Break in Enrollment.

1. Leave of Absence (LOA)

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment must consult with the Office of Student Affairs to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar's website at <https://www.nova.edu/registrar/policies/leave-of-absence-policy.html>.

A student is not eligible to take a leave of absence (LOA) during the summer semester preceding the start of the M3 class year of study or at any time 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 percent of the time for the program's curriculum, starting from the date of matriculation into the KPCOM or, for transfer students, the date of matriculation into their original college of osteopathic medicine or college of allopathic medicine.

2. Administrative Break in Enrollment

An Administrative Break in Enrollment may be voluntary or may be imposed by the dean.

A student requesting a voluntary administrative break in enrollment must complete the proper paperwork obtained from the Office of Student Affairs. Additionally, a student must meet with a counselor in the Office of Student Financial Assistance to establish the parameters of their financial aid. The financial aid of a student on an administrative break in enrollment will be adjusted accordingly, which may require a return of previously disbursed money. A student will not be able to obtain financial aid during an administrative break in enrollment regardless of the reason for the administrative break in enrollment.

During an administrative break in enrollment, the student must follow the prescribed instructions and requirements associated with the administrative break in enrollment and, if applicable, complete rehabilitation or treatment for the reason that precipitated the necessity for the administrative break in enrollment.

Any excused absence that extends beyond two weeks will result in an IP or withdrawal from the course depending on whether the student has completed more or less than 50 percent of the coursework.

To resume the program, the student may be required to meet with the SPC and show that the pre-established instructions and requirements have been met and that the student shows reasonable likelihood that previous problem(s) will not recur. The SPC will make a recommendation to the dean as to whether the student may resume the program.

3. Course Status during an Administrative Break in Enrollment

If a student will be on an administrative break in enrollment for 50 percent or more of any course (miss half or more of a course), the student will be withdrawn from the course(s) (see the Withdrawal from a Course section in this handbook). In all such cases, a grade of Withdrawal (*W*) 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 returning from administrative break in enrollment, and will receive their earned grade. Until the course is repeated, the student may not progress to the next class year of study. If a student did not begin one or more courses during the semester in which the student begins the administrative break in enrollment, those courses will not be reflected on their academic record and transcript.

If a student will be on an administrative break in enrollment for less than 50 percent of any course (miss less than half of a course), the student will be issued a grade of In Progress (*IP*) for the course(s). The course director(s) involved will be notified and consulted regarding possible dates of return and time allowed for making up missed coursework and examinations. While on an administrative break in enrollment, 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 an administrative break in enrollment is not eligible to take any COMLEX examination unless the administrative break in enrollment is for failure to pass a COMLEX examination by the designated deadline or by special permission from the office of the dean. A student who has been scheduled for one or more remediation examinations, or one or more course retakes, is not eligible to take an administrative break in enrollment except for documented medical reasons or for special circumstances approved by the office of the dean.

A student requesting an administrative break in enrollment beyond one year in length must meet with the SPC, who will make a recommendation to the dean regarding resumption of the program.

4. Communication with KPCOM during a Leave of Absence/Administrative Break in Enrollment

A student who is on a leave of absence or an administrative break in enrollment must communicate every two months with the Office of Student Affairs for the duration of the leave/administrative break in enrollment. This communication is to be initiated by the student and occur during the first week of every other month, starting with the month following the onset of the leave/administrative break in enrollment. Failure to report may result in the student being referred to the SPC for disciplinary action.

5. Return from Administrative Break in Enrollment

An OMS1 or OMS2 student who was withdrawn from coursework during the administrative break in enrollment will have to repeat all courses in their entirety during the next course offering and may not progress to the next class year of study until all such coursework is successfully completed.

An OMS1 or OMS2 student who was not withdrawn from coursework during the administrative break in enrollment will be expected to take all missed examinations and complete any required coursework according to a schedule determined by the Office of Preclinical Education in consultation with the involved course directors. Once these courses are completed, the grade(s) of IP will be replaced with the earned grade(s).

An OMS3 or OMS4 student, who was withdrawn from clinical rotations during the administrative break in enrollment, will have to repeat all rotations in their entirety, as scheduled by the Office of Clinical Education.

An OMS3 or OMS4 student, who was not withdrawn from clinical rotations during the administrative break in enrollment, will be expected to take all missed examinations and complete any required rotation assignments, according to a schedule determined by the Office of Clinical Education. Once these requirements are completed, the grade(s) of IP will be replaced with the earned grade(s).

If the student is under review for a disciplinary action, or has a disciplinary action imposed on them at the start of the administrative break in enrollment; the student may not resume the program without appearing before the SPC. Upon completion of its review, the SPC will make a recommendation to the dean as to whether the student may resume the program. If appropriate, a student may resume the program with a disciplinary action imposed on them at the beginning of their resumption for a stated period of time. All decisions made by the dean concerning a student's ability to return following an administrative break in enrollment are final.

If the student is not in good academic standing at the time of the administrative break in enrollment, a committee composed of the Executive Associate Dean of the Davie Campus, the Executive Associate Dean of the Tampa Bay Regional Campus and the Assistant Dean of Student Affairs will review the student's record and make a recommendation to the Dean as to whether the student may resume the program.

6. Leave of Absence/Administrative Break in Enrollment Records

Leave of Absence and administrative break in enrollment records and the date of each determination shall be placed in the student's academic record and may be recorded on the student's MSPE.