

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Student Administration

BCOM Policy 3113

TOPIC: Leave of Absence

Approval Date: 8/3/17

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Approved: Signature on File  
President

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## **POLICY**

BCOM provides a leaves of absence (LOA) to accommodate a student who is experiencing a situation that significantly affects their ability to fully participate in the requirements of the degree program.

## **RESPONSIBLE OFFICIAL(S)**

Dean of the College  
Vice-President for Enrollment Services  
Registrar  
Director of Financial Aid  
Assistant Dean for Research  
Director of Student Research

## **DEFINITIONS**

A **voluntary leave of absence** is a temporary interruption in a student's program of study for a period of time greater than fifteen (15) consecutive days of scheduled academic activities.

A **temporary withdrawal** is a Leave of Absence that extends beyond the 180-day LOA limit set by Financial Aid regulations (Title IV).

## **PROCEDURE**

A student may request a leave of absence for any of the following reasons:

1. Required health care;
2. Finances;
3. Family leave;
4. Active military deployment;
5. Other exceptional situations considered on a case-by-case basis.

## **Request for Leave of Absence**

- Meet with Registrar to complete the Leave of Absence Request form.
- Meet with Office of Financial Aid to discuss the implications of the LOA on his or her 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.
- All Leaves of Absence are filed through the Office of the Registrar and approved by the Dean of the College.
- Once approved by the Dean of the College through an official letter, the Withdrawal from the College procedure outlined in the Student Handbook will be followed.
- The student is withdrawn from all courses if the leave is granted in the midst of an academic term. A grade of W (Withdrawal) or WF (Withdrawal-Failing) appears on the official transcript.

### **Provisions**

- The LOA is generally granted for up to a year. The student can request an extension for up to another year.
- The LOA will document the approved leave date and will be placed in the student's permanent record.
- BCOM Policy 6015 – Time to Degree will be followed.

### **Request to Return from Leave of Absence/Temporary Withdrawal**

- Within 30 days prior to return, the student completes the Return from Leave of Absence form through the Registrar.
- A student returning from a leave of absence for medical reasons will be requested to provide documentation to support their ability to return to the degree program.
- All Returns from Leaves of Absence are filed through the Office of the Registrar and approved by the Dean of the College.
- The student must adhere to college curriculum requirements policies in effect at the time of their return.
- Upon return, the student must meet financial obligations in effect at the time of their return.
- A student on a leave of absence who fails to return from the leave of absence without notice will be considered as withdrawing from BCOM.

### **CROSS REFERENCE:**

BCOM Student Handbook – Withdrawal from the College  
BCOM Policy 6015 – Time to Degree