1. Purpose
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.

2. Related Policy/Authority
BCOM Student Handbook – Withdrawal from the College
BCOM Policy 6015 – Time to Degree

3. Faculty/Staff Responsibilities
Dean of the College
Vice-President for Enrollment Services
Registrar
Director of Financial Aid
Assistant Dean for Research
Director of Student Research

4. Definitions/Abbreviations
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).

5. Procedural Steps
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- The student is withdrawn from all courses if the leave is granted in the midst of an academic term.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.
The Registrar will remove the approval status, if applicable, of the student from the NBOME/NBME/NRMP rosters.

**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.

### 6. Reports/Charts/Forms/Attachments/Cross References

Identify if any reports are required to include data elements.

### 7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

### 8. Signature

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>Date</th>
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<td>Marisella Reyes, Registrar</td>
<td>8/28/19</td>
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### 9. Distribution List

Internal/External

### 10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<td>Student will be removed from approval within the NBOME/USMLE/NRMP rosters</td>
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<td>7/8/2019</td>
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