

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Leave of Absence for Research and Creative Scholarship	SOP #: RR.003.00
Effective Date	1/18/2019
Last Revision/Review	1/18/2019, 8/28/19

1. Purpose

To provide procedures for administering the BCOM's Advance Study Leave policies as defined in the BCOM Policy Manual.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Dean and Chief Academic Officer
Associate Dean of Pre-Clinical Education
Associate Dean of Clinical Education
Assistant Dean for Research
Director of Student Research
Registrar
Director of Financial Aid

4. Definitions/Abbreviations

Advanced Study Leave is a temporary interruption in a student's course of study in the osteopathic medicine program for a period of time greater than fifteen (15) consecutive school days during the regular academic year for the purpose of engaging in organized research and/or creative scholarship at the Burrell College of Osteopathic Medicine (BCOM) or another institution.

Advanced Study is an optional learning experience that allows an enrolled medical student to pursue additional knowledge outside of a formal classroom setting.

Medical Student is a person enrolled at BCOM that is pursuing a course of study towards the Doctor of Osteopathic medicine.

Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.

Organized Research and Creative Scholarship includes all research and development activities of an institution that are separately budgeted and accounted for. Organized research and creative scholarship includes Sponsored Research and University Research.

- Sponsored Research is all research and development activities that are sponsored by federal and non-federal agencies and organizations.

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- University Research is all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds.
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5. Procedural Steps

5.1 The student must meet with the Director of Student Research, the Assistant Dean for Research, and the Associate Dean of Pre-Clinical or Clinical Education to discuss the appropriateness of the request, details of the research that will be conducted, and research-related arrangements.

5.2 The student submits formal request to the office of Research and Sponsored Programs.

5.3 Director of Student Research convenes a meeting with an *Ad hoc* Review Committee to review the request. The Director of Student Research will serve as Chair and will appoint two additional voting members from the current faculty body. The composition of the Review Committee includes the following:

- Director of Student Research (Chair, voting)
- 2 additional faculty (members, voting)
- Senior Associate Dean of Academic Affairs (*ex officio*, non-voting)
- Assistant Dean for Research (*ex officio*, non-voting)
- Registrar (*ex officio*, non-voting)
- Director of Financial Aid (*ex officio*, non-voting)

The Committee will review the request, of which the three voting members will vote and provide a recommendation. The *ex officio* members will aid in the decision making, but will not vote in the final recommendation.

5.4 Committee's recommendation is forwarded to the Dean by the Assistant Dean for Research for final approval.

5.5 The Dean sends the Decision Letter to the student. The following offices will get notified and copies of the Decision Letter will be made available for the Office of Research and Sponsored Programs, Registrar, Financial Aid, and Student Affairs.

5.6 Each office follows their policy and procedures from this point.

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

BCOM Student Handbook – Withdrawal from the College

BCOM Policy 6015 – Time to Degree

BCOM Policy 3113 – Leave of Absence

7. Maintenance

Office of Research and Sponsored Programs

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8. Signature

Signature on File	8/28/19
Joseph Benoit, Asst. Dean for Research	Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date