



New York Medical College School of Medicine

TITLE: Leave of Absence Policy		
EFFECTIVE DATE: 7/1/15	REVIEWED DATE: 6/15/15	REVISED DATE: 6/18/15

I. POLICY

The School of Medicine (SOM) recognizes that, at times, a student in good academic standing may require a leave of absence (LOA) either to address their own medical needs (including mental or physical illness or injury or disability), to take advantage of additional academic enrichment opportunities (such as special training, research, fellowship opportunities, dual degree programs, or other degree granting opportunities), or to address other matters of a personal nature, including, but not limited to, maternity or paternity, caring for a family member with a serious medical condition, or military obligations. Students requesting leaves of absence must comply with this policy, both in making requests for such leaves, and prior to returning from approved leaves of absence. Any student in the SOM contemplating a LOA should see an associate dean for student affairs to discuss the necessary application procedures. Ordinarily, a LOA is not granted for reason of academic difficulty. A student granted a leave of absence during an academic term will have his or her tuition adjusted according to the SOM's Tuition Refund Policy. While a student is on leave she/he will not be charged tuition, are not eligible for federal student loans, and are not covered by medical malpractice insurance. Students approved for a leave of absence are eligible to purchase student medical health insurance for their period of absence. The maximum term of a leave of absence is generally up to one year although in special circumstances it may be extended to two years. If the student is not ready to return after two years, the student must withdraw from the school of medicine or be administratively withdrawn by the Senior Associate Dean for Student Affairs in consultation with the Leave of Absence & Reinstatement Subcommittee. The School of Medicine reserves the right to place a student on an emergency administrative or medical leave when it is determined that the student poses a direct threat to the health and safety of herself/himself or others because of a serious medical or behavioral problem. All LOAs and reinstatement requests will be reviewed by the LOA & Reinstatement Subcommittee of the Student Academic Performance and Review Committee (SAPRC).

At the time the student initiates a request for a LOA, the course directors will ascertain the student's academic performance to that point in each course underway and grade the student's performance to date. This information will be used to determine whether or not the student is in academic good standing, whether the student receives a W (Withdrawal while passing) grade or WF (Withdrawal while Failing) grade on their academic transcript, and whether any conditions are imposed on the leave. In the event conditions are imposed on the leave the LOA & Reinstatement Committee will review the student's record and determine eligibility for reinstatement into the educational program. When a leave of absence is granted during an academic term, and upon review of the LOA & Reinstatement Committee, all course work in that term during which the leave is begun must be repeated.

Leaves of absence will not interfere with the following time limitations for completing portions of the curriculum:

1. Students must be eligible to be in the third year curriculum no more than three years after their initial matriculation.



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2. Students must graduate within six years after his/her initial matriculation. Exception to the time limitations maybe made for students that have not had academic difficulties and who are enrolled in dual degree programs at the college (such as the MD/PhD or the MD/MPH programs).

Other important information about leaves of absence:

1. Health insurance: students granted a LOA are eligible to purchase student health insurance from the College.
2. Disability insurance is provided to all students actively enrolled in the educational program at no cost to the student. However, students on a LOA are not covered by the college disability insurance policy during their leave.
3. Malpractice insurance: students on LOA are not covered by the SOM for malpractice insurance.
4. Students granted a leave of absence, and not participating in one of the School's dual degree program, prior to the beginning of the academic term are not eligible for residential housing.
5. LOA's result in a change of student status. Ordinarily during a LOA the student will not have access to services such as the library, housing, or other campus resources. Exceptions may be made by the Senior Associate Dean for Student Affairs. A student granted a LOA after the start of the academic term may retain their residential housing till the end of the academic term if payment has been received in full for that term. A student on a LOA will retain the usage of their School's student information system "self-services", the outlook email system, and the student e-portfolio system.
6. A student on a LOA who does not return at the end of the approved leave, and does not request and receive an extension from the Senior Associate Dean, is automatically dismissed from the SOM.

II. PURPOSE: The purpose of this policy is to define the circumstances and procedures for obtaining an approved leave of absence and the process for reinstatement at the NYMC-SOM.

III. SCOPE:

- Medical Students-NYMC-SOM; Faculty

IV. DEFINITIONS: None

V. POLICY AUTHOR(S):

- Office of Student Affairs

VI. RELATED POLICIES:

- Technical Standards for Admission and Continued Enrollment for NYMC-SOM
- NYMC-SOM Tuition Refund Policy
- Policy on Time Limitations on Completing the M.D. Requirements



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VII. PROCEDURE(S):

Application for leave and clearance process:

1. Any student requesting a LOA must complete the LOA Request Form and submit the form and all supporting documentation to the Senior Associate Dean for Student Affairs for review and approval.
 - To request a personal or parental LOA, the student must complete the LOA Request Form and provide in writing an explanation for the reasons for the proposed leave, stating both the proposed date and end dates of the leave, and provide an address at which a student can be reached during the period of leave.
 - To request a medical LOA, the student must complete the LOA Request Form and provide supporting documentation from a medical physician detailing the medical condition and the therapeutic goals to be achieved during a LOA. The student must state both the proposed date and end dates of the leave, and provide an address at which a student can be reached during the period of leave.
 - To request a LOA to pursue educational pursuits other than a dual degree program at NYMC, the student must complete the LOA Request Form and provide in writing an explanation for the reasons for the proposed educational leave, as well as documentation of acceptance into an educational or fellowship training program. The student must state both the proposed date and end dates of the leave, and provide an address at which a student can be reached during the period of leave.
2. Students granted a LOA must obtain clearance before departure by obtaining required signatures from a number of administrative offices indicating that there are no outstanding debts or other encumbrances to the student's record and that all medical school property has been returned. All students must get clearance from the financial planning office, the bursar, residential housing (if applicable), health sciences library, security, and student affairs. Once all the signatures are obtained the student must return the Clearance Form to the Senior Associate Dean for Student Affairs for final approval.

Application for reinstatement and process

1. A student on leave of absence must notify the Senior Associate Dean of Student Affairs in writing using the Return from Leave of Absence Form of her or his intention to return at least eight weeks prior to the end of the approved leave. In addition, if the returning student wishes to be considered for financial aid, he or she must submit the appropriate financial aid applications to the office of financial



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planning to determine eligibility. Applications are available in March for the following academic year. These materials must be submitted to the financial aid office by the middle of May.

2. Students returning from a an emergency administrative and/or medical leave of absence must provide a letter from the treating physician certifying the student’s fitness to resume study at least a eight weeks prior to reentry. The Senior Associate Dean for Student Affairs may require a second opinion from an administratively appointed physician, identified by the school, to document that the student is fit to return from leave and engage fully in the educational program. The student must give permission to the physician to release this information to the school. The Senior Associate Dean may refer the matter of reinstatement to the LOA & Reinstatement Committee to determine eligibility for reentry based on our policy on “Technical Standards for Admissions and Continued Enrollment for the NYMC-SOM.”

VIII. REFERENCES:

- LCME Standard 10.3: Policies Regarding Student Selection / Progress and Their Dissemination: The faculty of a medical school establish criteria for student selection and develops and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

IX. TYPE OF POLICY:

- Medical Student

X. APPROVALS:

- Office of Student Affairs

XI. POLICY MANAGEMENT

- Responsible Executive: Dean of the School of Medicine
- Responsible Officer: Senior Associate Dean for Student Affairs, SOM
- Responsible Office: Office of Student Affairs

ACCEPTED AND AGREED TO:




D. Douglas Miller, M.D., C.M., M.B.A. Date