



NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

School of Health Sciences and Practice

POLICY ON LEAVE OF ABSENCE IN THE SCHOOL OF HEALTH SCIENCES AND PRACTICE

Dated: March 13, 2024

Supersedes: *Policy on Leave of Absence* dated November 14, 2016

Last Review: March 13, 2024

I. PURPOSE

To establish guidelines for students who wish to take a Leave of Absence (“LOA”) from the New York Medical College (“NYMC”) in the School of Health Sciences and Practice (“SHSP”).

II. POLICY

Students in the SHSP may be allowed a LOA of up to one (1) year following the semester of last attendance in all SHSP programs.

III. SCOPE

This policy applies to all SHSP students.

IV. PROCEDURE

- A. A student who wishes to take a LOA should discuss this decision with his/her department chair/ Division Chief, and fully understand the effects of the LOA on such areas as financial aid, visa status, etc. To officially initiate the request for LOA, the student completes and signs the first part of the [Student Status Change form](#).
- B. The appropriate department chair/ Division Chief and the Vice Dean must approve LOA requests for matriculated students, as well as verifying the student's last date of attendance/participation in classes, by completing and signing the remaining parts of the [Student Status Change form](#).
 1. The student's academic record and tuition charges for the semester will be adjusted as per the College's policies.
 2. Students receiving Title IV financial aid may need to return funds to the government, in compliance with the Title IV refund policy.

- C. Students in their first semester who have not registered for classes should request a deferred admission instead of a LOA.
- D. A student cannot be on a LOA during the semester preceding graduation.
- E. A particular LOA period may be extended by up to one (1) year for extenuating circumstances of illness or personal hardship.
- F. Periods of academically-approved LOA's are excluded from the maximum time to degree allowed by each program.
- G. A student who has not been enrolled for more than one (1) year, except as noted above, will be considered to have unofficially withdrawn and must re-apply. This involves submission of all documents and payment of all fees required for admission.

V. EFFECTIVE DATE

This policy is effective immediately.

VI. POLICY MANAGEMENT

Executive Stakeholder: Dean, School of Health Sciences and Practice
Oversight Office: Dean's Office, School of Health Sciences and Practice