



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

*Dated: November 14, 2016*

*Supersedes:*

### **I. PURPOSE**

To establish a policy for students who wish to take a leave of absence (LOA) from the School of Health Sciences and Practice at New York Medical College ("the College").

### **II. POLICY**

Students may be allowed a leave of absence of up to one (1) year following the semester of last attendance in public health programs and a leave of absence of one (1) year in the speech-language pathology and physical therapy programs.

### **III. SCOPE**

This policy applies to all School of Health Sciences and Practice students.

### **IV. PROCEDURE**

- A. A student who wishes to take a LOA should discuss this decision with his/her program director or department chair, and fully understand of the effects of the leave on such areas as financial aid, visa status, etc. To officially initiate the leave, the student completes and signs the first part of the Student Status Change form.
- B. The appropriate program director or department chair and the Vice Dean must approve leave 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. (The Associate Dean for Enrollment management approves leave requests for non-matriculated students.) This form is then forwarded to the Registrar's Office for processing in the student information system. The student's academic record and tuition charges for the semester will be adjusted as per the College's policies. 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 and who have not registered for classes should request a deferred admission instead of a leave of absence
- D. A student cannot be on a leave of absence during the semester preceding graduation.
- E. A particular leave of absence period may be extended by up to one (1) year for extenuating circumstances of illness or personal hardship.
- F. Periods of academically-approved leaves of absence are excluded from the maximum time to degree allowed by each program.
- G. A student who has not been enrolled for more than one year, except as noted above, will be considered to have unofficially withdrawn and must re-apply.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 shall be effective as of the date signed below.

**VI. POLICY MANAGEMENT**

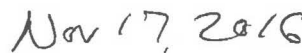
Responsible Executive: Dean, School of Health Sciences and Practice  
Responsible Officer: Vice Dean, School of Health Sciences and Practice  
Responsible Office: School of Health Sciences and Practice

**APPROVED:**



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Robert W. Amler, M.D., M.B.A.  
F.A.A.P., F.A.C.P.M.  
Dean and Professor of Public Health, Pediatrics,  
And Environmental Health Science



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Date