



## LEAVE OF ABSENCE POLICY

### I. PURPOSE

The purpose of the policy is to provide guidelines for approved extended leaves of absences for medical students at CNUCOM.

### II. SCOPE/COVERAGE

This policy applies to all CNUCOM students.

### III. POLICY STATEMENT

CNUCOM grants approved leaves of absence (LOA) to medical students for remediation purposes, or for other personal or professional reasons. It is the responsibility of the student to review the LOA policy. Students should consult with their College Master in addition to the Assistant Dean of Student Affairs **prior** to any planned LOA to ensure that the procedural requirements for a LOA are correctly followed. **It is ultimately the responsibility of the student to fully comprehend the potential financial and professional implications of a LOA.**

### IV. PROCEDURE

It is the responsibility of the student to ensure that a LOA request form is submitted in a timely manner. Non-attendance does not constitute notification of intent to apply for LOA status. It is the responsibility of the student to continue coursework (barring an emergency) until the LOA is approved.

In order to request a planned absence, students should first contact their individual College Master, and also immediately contact the appropriate course director(s) or clerkship director(s). After consultation with the College Master, an official LOA request must be submitted that specifically states the reason for the request. The LOA request must also be signed by both the Director of Student Financial Aid and the Registrar prior to being submitted to the Assistant Dean of Student Affairs. The Assistant Dean of Student Affairs will review the academic standing of the student in determining whether a LOA will be granted. Final approval of a LOA is required by the Senior Associate Dean of Medical Education. LOA forms can be found on the CNUCOM website and in the CNUCOM Student Handbook. All requests for planned absences must be submitted to the Assistant Dean of Student Affairs at least two months prior to the planned absence.

A LOA is approved for a specific period of time, not to last more than one calendar year. Due to the integrated curriculum at CNUCOM, a LOA causing a student to miss more than one course during the first two years of instruction will result in the student needing to repeat the entire year.

Likewise, a single clinical rotation missed due to a LOA may result in the student repeating that year. In general, a student is eligible for one LOA request during their tenure at CNUCOM. Requests for a second LOA are highly discouraged and unlikely to be approved due to the disruption it would cause to the student's chances of progression through the curriculum.

Students considering leaves of absence should consider the fact that an LOA can have a significant financial impact, and that the timing of the leave is therefore critical. A student may not receive a full refund of tuition if a LOA is submitted after the first day of instruction. A leave may affect financial aid, health insurance and malpractice insurance coverage. University health insurance is good only through the last semester for which a student has been registered. Malpractice coverage is in effect only when a student is registered and participating in clinical activities that are approved as part of the curriculum. Therefore, clinical activities are not authorized by the school during an LOA. In addition, a student may not serve elected office or represent the school to another organization while on LOA unless the Senior Associate Dean of Medical Education has specifically granted an LOA with that provision. These factors should be carefully considered along with the timing and benefits of a planned LOA.

If a student is approved for a LOA, that student is eligible to return without reapplication if the absence is within the approved time frame. Prior to return, the student must submit an **Intent to Return from Leave of Absence Form**, which must be approved by the Assistant Dean of Student Affairs at least two weeks before the return of the student. If a student was granted a LOA with prerequisites for return to the College, the student must submit written proof of completion of the prerequisites with the Intent to Return from Leave of Absence Form. The Student Promotions Committee will review the academic progress of the student to determine the status of the student upon return from a LOA.

Failure of a student to adhere to the indicated policies for returning from a LOA may result in a terminal separation of the student with California Northstate University.

#### **Leave of Absence Duration for Military Personnel**

A LOA will be granted for all uniformed service members called to duty (whether voluntary or involuntary) for the duration of their time served. The student must fill out a Request for LOA form and provide the Registration and Records office with a copy of their written orders. Service members will be re-admitted to the university upon their return under the same re-admittance policies as all students who have been on a LOA from the university. Service members will not experience any added penalties from the University for fulfilling their military obligations.

APPROVED BY: The Student Promotions Committee on June 11, 2015

OFFICE OF RESPONSIBILITY: Office of Student Affairs

NOTE: This policy is subject to change at any time

REVIEW 1: October 2015