



DEPARTMENT: **Registrar/Student Affairs**
POLICY NAME: **Leave of Absence Policy**
POLICY NUMBER:
OWNER: **Registrar**
EFFECTIVE DATE: **06.01.2026**

PURPOSE

The purpose of this policy is to define the types of Leaves of Absence available to students, outline procedures for requesting or initiating a leave, and establish institutional expectations for reentry into the Doctor of Osteopathic Medicine (D.O.) program.

SCOPE

This policy applies to all students enrolled in the D.O. program at MSOM.

POLICY & ENFORCEMENT

MSOM acknowledges that students may encounter personal, medical, academic, or other circumstances requiring a temporary interruption of their education. MSOM provides for both Voluntary and Administrative Leaves of Absence (LOA). A LOA under this policy is institutionally defined and does not constitute a federally defined Leave of Absence for Title IV financial aid purposes.

1. Types of Leave of Absence

A. Voluntary Leave of Absence

- A student may request a Voluntary LOA due to significant personal, medical, or other compelling circumstances.
- For medical, pregnancy-related, or disability-related leaves, students must submit requests to Student Accommodation Services (SAS). SAS will coordinate with the Registrar's Office to complete institutional LOA processing for medical leaves. Medical documentation for medical leaves is reviewed by SAS and is not shared with the Registrar beyond what is necessary for administrative processing.
- For all other voluntary leaves, students must submit requests to the Registrar's Office using the appropriate LOA form, including supporting documentation, the reason for the leave, and the anticipated duration. The request will be reviewed by the Office of Student Affairs and approved by the appropriate Office of Academic Affairs or Clinical Education. Approval is not guaranteed.
- Submission or approval of a Voluntary Leave of Absence request does not prevent, delay, or negate institutional review or administrative action related to the student, including but not limited to Student Progress Committee (SPC) review, conduct proceedings, academic actions, or disciplinary processes.



B. Administrative Leave of Absence

- MSOM may place a student on an Administrative LOA due to academic deficiencies, professional or behavioral concerns, legal matters, or inability to meet the technical standards required for enrollment and graduation, as determined by MSOM or its affiliated clinical partners.
- The student will receive formal notification.
- The Student Progress Committee (SPC) or appropriate subcommittee will review the student's academic standing and trajectory. SPC review of reentry is required for students returning from Administrative Leaves of Absence. Students returning from a Voluntary Leave of Absence, including medical leave coordinated through SAS, are not subject to SPC reentry review.

2. Leave of Absence Procedures

- A student requesting a Voluntary LOA may be required to provide additional documentation demonstrating the ability to return and succeed academically without recurrence of the conditions leading to the leave.
- Students on LOA may not:
 - Attend classes
 - Participate in clinical rotations
 - Remediate coursework
 - Sit for COMLEX or USMLE examinations
 - Participate in any MSOM-sponsored educational activities
- If a leave is granted during an active semester, the student will be withdrawn from all current courses and assigned withdrawal grades in accordance with MSOM grading and withdrawal policies.
- During the clinical years, students who withdraw from or delay scheduled rotations in a manner that alters their expected graduation date will be considered on LOA. These students must work with the Office of Clinical Education to revise their graduation timeline, subject to review and approval by the SPC or subcommittee.

3. Duration of Leave

- The total duration of a LOA may not exceed twelve (12) months without an extension granted by the Dean.
- Under no circumstances may a student exceed six (6) years from the original date of matriculation to complete all requirements for the D.O. degree, inclusive of approved leaves.
- Students returning from LOA may be required to resume at a designated point in the curriculum, including repeating previously completed coursework or rotations to ensure competency and academic continuity.

4. Return from Leave

- **All students intending to return from a LOA must:**
 - Submit written intent to return to the Registrar's Office no later than sixty (60) days prior to the anticipated reentry date.
 - Provide documentation demonstrating resolution of the original circumstances, if requested.



- Submit a statement of readiness to return and/or an academic success plan, if required.
- **Medical Leave of Absence**
 - Return to the program after medical, pregnancy-related, or disability-related leaves is coordinated through Student Accommodation Services (SAS) and the Registrar's Office in accordance with the Student Disability Accommodations and Access Policy.
 - Students must provide documentation from their treating healthcare provider indicating the ability to resume the program with or without reasonable accommodations and must address current functional status. SAS will lead an interactive process to determine whether accommodations are needed for reentry.
 - The Associate Dean for Student Affairs, in consultation with the Registrar's Office, issues the final decision on return from medical leave. SPC review is not required.
- **Administrative Leave of Absence**
 - The Student Progress Committee (SPC), subcommittee, or Office of the Dean may:
 - Determine the appropriate point of reentry;
 - Require repetition of coursework or rotations;
 - Require medical clearance;
 - Impose remediation requirements; or
 - Require a reentry action plan.
 - The SPC or subcommittee will provide a recommendation to the Associate Dean, who will provide a recommendation to the Dean. The Dean will issue the final decision. Approval to return is not guaranteed.
- **Additional Provisions**
 - Students who fail to return by the end of their approved leave and who do not request an extension may be administratively withdrawn or dismissed. The SPC or subcommittee may periodically review the status of students on LOA to evaluate readiness for return and likelihood of academic success.
 - To request an extension, a student must submit a written letter to the Registrar's Office and the Associate Dean of Student Affairs that includes the new proposed return date, a detailed explanation for the extension, and a plan outlining how they will maintain and/or improve their academic readiness to return. All extension requests are subject to review by the appropriate office, and approval is not guaranteed.

5. Financial Aid and Institutional Obligations

A LOA may have significant financial aid implications, including effects on eligibility and loan repayment status. Students are strongly encouraged to consult with the Office of Financial Aid prior to requesting a leave.

All students on LOA remain subject to MSOM policies and professional expectations.



POLICY MANAGEMENT

The Office of Student Affairs is responsible for the development and oversight of this policy. This policy is reviewed annually and maintained within MSOM’s electronic policy management system. Questions regarding this policy should be directed to the Office of Student Affairs, Student Accommodations Services, or the Registrar.

RELATED POLICIES

- [MSOM Academic Catalog](#)
- Student Progress Committee Policy
- Grading and Withdrawal Policy
- Financial Aid Policies
- Student Disability Accommodations and Access Policy

DEFINITIONS

Leave of Absence (LOA): An institutionally approved, temporary interruption in a student’s enrollment

Voluntary Leave of Absence: A leave requested by a student due to significant personal, medical, or other compelling circumstances that prevent continued participation in the curriculum.

Administrative Leave of Absence: A leave initiated by MSOM due to academic deficiencies, professional or behavioral concerns, legal matters, failure to meet technical standards, or other circumstances that prevent a student from progressing in the program.

Student Progress Committee (SPC): The committee responsible for reviewing student academic performance, professional conduct, progression, and recommendations related to leaves, remediation, reentry, or dismissal.

Student Accommodation Services (SAS): The institutional function responsible for receiving, evaluating, and coordinating medical leave and accommodation requests.

Technical Standards: The physical, cognitive, emotional, and professional requirements established by MSOM that students must meet to successfully complete the curriculum and graduate.

Matriculation Date: The official date a student first enrolls in the D.O. program at MSOM, from which the maximum time to degree is calculated.

Reentry: The process by which a student returns to active enrollment following an approved Leave of Absence, subject to institutional review and approval.

POLICY HISTORY

Approved by:

Origination Date		Effective Date	
Revision Date			

