


Name of Policy: Student Leave of Absence Policy Number: 3364-83-06 Approving Officer: Dean, College of Pharmacy and Pharmaceutical Sciences Responsible Agent: Associate Dean of Student Affairs, College of Pharmacy and Pharmaceutical Sciences Scope: This policy applies to all students enrolled in the Doctor of Pharmacy Program of the College of Pharmacy and Pharmaceutical Sciences		 Original effective date: May 9, 2016	
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

A student enrolled in the Doctor of Pharmacy program who is in good academic standing or on academic probation (excluding those students eligible for suspension or dismissal from the CPPS) may request a leave of absence (LOA) for up to 12 months. All students approved for a LOA, regardless of the type of LOA, must also request and be approved if they wish to return from the LOA. A student enrolled in the Doctor of Pharmacy program may request a Leave of Absence (LOA) for one of the reasons as defined below:

- Medical - A leave recommended in writing by a physician (*LOA Medical Leave Form*), which is considered necessary for the student's emotional, mental or physical health, and beneficial to their personal and professional well-being and progress. The recommendation must include a basis for the medical leave and an appropriate duration of leave. A physician must certify that the student is ready to return from a medical leave of absence. In exceptional circumstances, the University has the option to request that a student seeking a medical leave or extension or requesting to return from a medical leave have a medical assessment by a University of Toledo physician or a physician designated by the University.
- Financial - When a student is unable to meet tuition and/or other educational financial obligations for all or part of an academic period.
- Personal - When a student requires a period of time to give primary attention and effort to circumstances or a situation that will inhibit or interfere with their academic performance and/or progress. A personal leave of absence may not exceed 12 months, and a student may not request this type of leave more than once in an academic year.
- Military - Students called to active duty while enrolled in Doctor of Pharmacy program will follow regulations for military leave of absence per section 3345.53 of the Ohio Revised Code. Regardless of any other statements in this policy,

military leaves may be longer than 12 months and there is no need to complete forms to request additional time beyond 12 months for military leaves. CPPS requests that students needing military leave for active duty service notify CPPS as soon as possible upon learning of the need for leave, and as soon as possible regarding an intent to return.

A Leave of Absence may be granted for up to 12 months. Under exceptional circumstances and with appropriate documentation, a student may request an extension of their Leave of Absence for an additional 12 months.

Leaves of Absence, extensions of LOA, and returns from LOA are subject to approval by the Assistant Dean of Academic Affairs, Associate Dean of Student Affairs, and the Academic Performance Committee (APC) Chair.

It is the responsibility of student to resolve all issues pertaining to registration, financial support, federal financial aid, and outstanding balances owed to the University. Students should also consider the potential implications of a leave on such matters as immigration status, health insurance, and loan repayment. Leaves approved in accordance with this policy do not constitute a leave of absence for federal financial aid purposes.

(B) Purpose of policy

In the event of extenuating circumstances that preclude a student from continuous uninterrupted progression in the Doctor of Pharmacy curriculum, a policy governs the procedures for requesting an approved Leave of Absence and a return from a Leave of Absence.

(C) Procedure

In order to request an LOA, the student needs to complete the *Request for Leave of Absence Application* with all required documentation to support the justification for the leave. Students will be required to meet with the Assistant Dean for Academic Affairs, Associate Dean of Student Affairs, and the APC Chair. Students will be advised of requirements for continuation in his/her respective program which may include, but is not limited to, additional/repeated courses or rotations, course remediation, and additional time to degree completion. Any students receiving financial aid must participate in an exit interview with the financial aid office prior to submitting the *Request for LOA Application*.

Except in emergency situations, requests for a LOA should be submitted at least 30 days prior to the first day of the requested leave to allow sufficient time for review and approval. The starting and expected termination dates of the leave shall be specified on the application. Leave of Absence forms are available in the Office of Student Affairs and on the Student Affairs website and should be submitted to the Associate Dean for Student Affairs.

The maximum length of an initial Leave of Absence is 12 months. Under exceptional circumstances, students may request an extension of their LOA. This request must be submitted on a *LOA Extension Request Application* at least 30 days prior to the

termination date of the existing LOA. Failure to submit a request for continuation of a leave prior to the approved termination date shall be considered as a withdrawal from the College of Pharmacy and Pharmaceutical Sciences. In such a circumstance, re-application for admission would be required for reinstatement.

Any consideration for adjustment or refund of fees to students on Leave of Absence shall be based on established refund policies pertaining to Instructional and Ancillary Fees Policy (Policy 3364-40-19).

The procedure to request a leave of absence is determined by whether the circumstances are foreseeable (prior to the beginning of the academic term) or are unforeseeable (arise after the start of the term):

1. *For students seeking a Leave of Absence Prior to the Beginning of Term:*

The Request for Leave of Absence form should be submitted prior to the start of the term for which the leave is requested, when the necessity of the leave is foreseeable.

If registration exists for the term for which the leave is requested, the student is responsible for complying with the registration policies governing the dropping of 3364-77-04 Graduate student leave of absence courses prior to the beginning of the term as established by the University Registrar (Policy 33364-71-08 Adding and/or Dropping a Course).

2. *For students seeking a Leave of Absence After the Beginning of Term:*

If the need for a leave is not foreseeable, the request should be submitted as soon as possible, but no later than the last day to withdraw for the term during which the leave is requested. A retroactive leave of absence will not be granted. Students who are registered for courses must drop and withdraw from all courses prior to taking leave. Course dropping or withdrawal does not negate students' financial obligations, and students will be held responsible for all balances due to the university.

3. *For students with Unforeseeable Circumstances after the Withdraw Deadline for the Term:*

Course withdrawal is not permitted after the established deadline for each term. (Students should address grading and course completion issues with individual instructors.) To consider any variation from this rule for reasons of extenuating circumstances, the student must submit a Petition for Administrative Adjustment to the University Registrar (Policy 3364-71-16 Administrative adjustment for extenuating circumstances). If circumstances warrant, the student may apply for a Leave of Absence prior to the beginning of the next term in accordance with the above procedure (as above in #1).

Returning from an approved LOA requires the submission of the *Request to Return from LOA* form which is available from the CPPS Office of Student Affairs. Depending on the nature of the LOA, the following timing and initial documentation will be required (additional documentation may be required upon request):

- Return from a leave for a medical reason will require a statement from the treating

physician that the student is able to manage the rigors of the academic program with/without reasonable academic accommodations (academic accommodations can be assessed through the Student Disability Services as necessary). The student must communicate intention for return from LOA to the Associate Dean of Student Affairs at least 30 days prior to the semester of expected return.

- Due to the unique nature of experiential education, additional time is required to integrate students into onsite and internship experiences. A minimum of 3 months advance notice is required to secure onsite experiential education training. Students must inform an Experiential Faculty member of their intent to return 3 months prior to their return.

Requests for re-entry into the program will be reviewed on a case-by-case basis regarding any conditions to be met related to re-entry. Return from the LOA and any requirements for continuation in his/her respective program will be determined by the Assistant Dean of Academic Affairs, Associate Dean of Student Affairs, and the APC Chair. Failure to submit a *Request for Return from LOA* form within in the defined time period and prior to the approved termination date shall be considered as a withdrawal from the College of Pharmacy and Pharmaceutical Sciences. In such a circumstance, re-application for admission would be required for reinstatement.

<p>Approved by:</p> <p><u>/s/</u> Johnnie L. Early II, Ph.D. Dean, College of Pharmacy and Pharmaceutical Sciences</p> <p><u>3/14/16</u> Date</p> <p>Approved by CPPS Faculty</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Initial effective date: May 9, 2016</p> <p>Review/Revision Date: n/a</p> <p>Next review date: May 9, 2019</p>
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