

# Leave of Absence and Completion of Degree for Medical Students

## ROWAN UNIVERSITY POLICY

**Title:** Leave of Absence and Completion of Degree for Medical Students

**Subject:** Academic Affairs

**Policy No:** AA:2021:02

**Applies:** RowanSOM, starting with the graduating class of 2025 (incoming class 2021)

**Issuing Authority:** Dr. Thomas Cavalieri, Dean, RowanSOM

**Responsible Officer:** Dr. Thomas Cavalieri, Dean, RowanSOM

**Adopted:** 03/17/2021

**Last Revision:** 08/19/2021

**Last Reviewed:** 08/19/2021

### I. PURPOSE

To ensure that a single degree is completed within 150% of the standard time it takes to achieve the degree.

### II. ACCOUNTABILITY

Under the direction of the Dean, the Assistant Dean for Student Affairs, and the Registrar shall ensure compliance with and implement this policy

### III. APPLICABILITY

This policy applies to all RowanSOM students starting with the graduating class of 2025, beginning in their first year.

### IV. POLICY

#### 1. Leave of Absence

- a. A leave of absence (LOA) from the medical school curriculum can be granted or required under extraordinary medical or life circumstances for up to 52 weeks.
  - i. The student requesting the LOA must meet with the Assistant Dean for Student Affairs to describe the circumstances, and a determination will be made if the LOA is warranted.
  - ii. The SAPC may require a LOA if they determine a student is not able to appropriately engage in the learning process with the medical school curriculum.
  - iii. The Dean, the Sr. Associate Dean for Academic Affairs or the Assistant Dean of Student Affairs may require a LOA if they determine a student is not able to appropriately engage in the learning process with the medical school curriculum.
- b. Students on LOA are not eligible for financial aid. Any student considering a LOA must meet with the Director or Associate Director of Financial Aid.
- c. LOAs cannot be used to avoid dismissal for academic or disciplinary reasons.
  - i. Students who are failing one or more courses at the time of a leave of absence request will be required to appear before the SAPC. However, it is within the discretion of the Assistant Dean for Student Affairs to grant a request for a LOA for emergent circumstances.

#### 2. Graduation on Alternate Dates

The Doctor of Osteopathic Medicine (D.O.) degree is usually awarded in May after completion of the fourth-year curriculum. A student who will complete all degree requirements after the month of May can be awarded the D.O. degree at a later time subsequent to completion of all degree requirements. The

maximum time for completion of the academic program is six years, including any time on approved leave of absence. To be awarded the D.O. degree, students must have the approval of all of the following: the SOM Student Academic Progress Committee, the SOM Executive Council, and the SOM Faculty. A student must complete all degree requirements to receive the D.O degree. Students will be permitted to participate in the Commencement ceremonies in May if it is anticipated that they will complete their degree requirements by June 30th. Students who complete their degree requirements after June 30th will be permitted to participate in the RowanSOM Commencement and the University Commencement ceremonies the following May and will be considered members of that graduating class for alumni purposes.

3. Maximum Time Frame for Completion of the D.O. Degree and Dual Degree Programs

Maximum time frame is defined by SOM as the maximum number of years after first enrollment that a student may complete SOM courses in the full-time pursuit of a degree. Each academic year the Registrar and the Committee will evaluate whether each student can complete the program without exceeding the maximum years in which courses were attempted. A student must complete all requirements for their specific degree program within the maximum time frame specified in the chart below, including time for approved leave of absence (see Academic Rules and Regulations Section on Leave of Absence).

<b>Degree Program</b>	<b>Standard Length</b>	<b>Maximum Length</b>
D.O Students entering 1st year SGL or PBL curriculum	4 years	6 years
D.O. Students transferring into 2 <sup>nd</sup> year	3 years	5 years
D.O. Students transferring into 3rd year	2 years	4 years
D.O./ J.D.	6 years	8 years
D.O./ M.B.A.	5 years	7 years
D.O./ M.P.H	5 years	7 years
D.O./ Ph.D.	7 - 9 years	11 years