



# NEW YORK MEDICAL COLLEGE

A MEMBER OF Touro University

## School of Medicine

### LEAVE OF ABSENCE AND READMISSION POLICY

*Issue Date:* January 30, 2024  
*Supersedes:* Leave of Absence Policy 7/1/2015  
*Last Review:* January 30, 2024

#### I. PURPOSE

The purpose of this policy is to define the circumstances and procedures for obtaining an approved leave of absence and the process for reinstatement at the NYMC-SOM.

#### II. POLICY

The School of Medicine (SOM) recognizes that, at times, a student in good academic standing may require a leave of absence (LOA). LOAs may be Academic, Financial, Medical, Administrative, Educational (Special Studies) or Other (e.g. Personal) Medical LOAs may be required to address a student's own medical needs (including mental or physical illness or injury or disability). Educational LOAs may be requested to take advantage of additional academic enrichment opportunities (such as special training, research, fellowship opportunities, dual degree programs, or other degree granting opportunities). Personal LOAs may be requested to address other matters of a personal nature, including, but not limited to, maternity or paternity, caring for a family member with a serious medical condition, or military obligations. Students requesting leaves of absence must comply with this policy, both in making requests for such leaves, and prior to returning from approved leaves of absence.

#### III. SCOPE

This policy applies to all Medical Students in the NYMC-SOM; LOA/RLOA Committee Members

#### IV. DEFINITIONS

none

#### V. PROCEDURES

Any student in the SOM contemplating a LOA should contact the associate director for student affairs to discuss the necessary application procedures. Ordinarily, a LOA is not granted for reason of academic difficulty. A student granted a leave of absence during an academic term will have their tuition adjusted according to the NYMC SOM's Tuition Refund Policy. While a student is on leave, they will not be charged tuition, are not eligible for federal student loans, and are not covered by medical malpractice insurance. Students approved for a leave of absence are eligible to purchase student medical health insurance for their period of absence. The maximum term of a leave of absence is generally up to one year although in special circumstances it may be extended to two years. If the

student is not ready to return after two years, the student must withdraw from the school of medicine or be administratively withdrawn by the Dean of Students of the School of Medicine in consultation with the Leave of Absence & Readmission Committee.

The School of Medicine reserves the right to place a student on an administrative or medical leave when it is determined that the student poses a direct threat to the health and safety of herself/himself/themselves or others, because of a serious medical or behavioral problem, or as the result of a student not complying with the SOM's administrative or academic requirements. . All LOAs and reinstatement requests will be reviewed by the Leave of Absence & Readmission Committee.

At the time the student initiates a request for a LOA, the course/phase directors/clerkship directors will ascertain the student's academic performance to that point in each course underway and grade the student's performance to date. This information will be used to determine whether the student is in academic good standing, whether the student receives an I (Incomplete), W (Withdrawal while passing) grade or WF (Withdrawal while Failing) grade on their academic transcript, and whether any conditions are imposed on the leave. In the event conditions are imposed on the leave the LOA & Readmission Committee will review the student's record and determine eligibility for reinstatement into the educational program. When a leave of absence is granted during an academic term, and upon review of the LOA & Readmission Committee, all course work in that term during which the leave is begun and that was not successfully completed must be repeated.

Six years is the maximum amount of time a student may take to complete their medical education and is inclusive of a leave of absence for any circumstance including, but not limited to, maternity, hospitalization, catastrophic leave, or time to pass the USMLE step examinations. Refer to the policy: "Time Limitations for Completing Portions of the Curriculum in the NYMC SOM"

1. Students must be eligible to begin the Phase 2/third-year curriculum no more than three years after their initial matriculation.
2. Students must graduate within six years after his/her/their initial matriculation.

Exception to the time limitations may be made for students that have not had academic difficulties and who are enrolled in dual degree programs at the college (such as the MD/PhD or the MD/MPH programs).

Other important information about leaves of absence:

1. Health insurance: students granted a LOA are eligible to purchase student health insurance from the College.
2. Disability insurance is provided to all students actively enrolled in the educational program at no cost to the student. However, students on a LOA are not covered by the college disability insurance policy during their leave.
3. Malpractice liability insurance: students on LOA are not covered by the SOM for malpractice liability insurance.
4. Students granted a leave of absence, and not participating in one of the College's dual degree programs, prior to the beginning of the academic term are not eligible for residential housing. Exceptions may be made by petitioning to the Dean of Students and the Housing Office.
5. LOA's result in a change of student status. Ordinarily during a LOA, the student will not have access to services such as the library, housing, or other campus resources. Exceptions may be made by the Dean of Students of the School of Medicine. A student granted a LOA after the start of the

academic term may retain their residential housing until the end of the academic term if payment has been received in full for that term. A student on a LOA will retain the usage of the SOM student learning information system, self-service portal, and the email system.

6. A student on a LOA who does not return at the end of the approved leave, and does not request and

receive an extension from the Dean of Students of the SOM, is automatically dismissed from the SOM.

7. Documentation of the LOA: The dates for all LOAs will be noted on the Transcript and the Medical Student Performance Evaluation (MSPE). The reason for the LOA will not be included in these documents, except for an Administrative LOA, which will be designated as such on the Transcript and the MSPE.

### **Application for leave and clearance process**

Any student requesting a LOA must complete the LOA Status Change Form and submit the form and all supporting documentation to the Associate Director for Student Affairs who will review for completeness and add to the meeting agenda for consideration and approval.

- To request a personal or parental LOA, the student must complete the LOA Status Change Form and provide in writing an explanation for the reasons for the proposed leave, stating both the proposed date and end dates of the leave, and provide an address at which a student can be reached during the period of leave.
- To request a medical LOA, the student must complete the LOA Status Change Form and provide supporting documentation from a medical physician detailing the medical condition and the therapeutic goals to be achieved during a LOA. The student must state both the proposed date and end dates of the leave and provide an address at which a student can be reached during the period of leave.
- To request a LOA to pursue educational pursuits other than a dual degree program at NYMC, the student must complete the LOA Status Change Form and provide in writing an explanation for the reasons for the proposed educational leave, as well as documentation of acceptance into an educational, research, or fellowship training program. The student must state both the proposed date and end dates of the leave and provide an address at which a student can be reached during the period of leave.

Students granted a LOA must obtain clearance before departure by obtaining required signatures from several administrative offices indicating that there are no outstanding debts or other encumbrances to the student's record and that all medical school property has been returned. All students must get clearance from the financial planning office, the bursar, residential housing (if applicable), health sciences library, security, student health services, and the office of student affairs. Once all the signatures are obtained the student must return the Status Change Form to the Dean of Students of the School of Medicine for final approval.

### **Application for reinstatement and process**

A student on leave of absence must notify the Dean of Students of the School of Medicine in writing using the Return from Leave Form of her/his/their intention to return at least eight weeks prior to the end of the approved leave. Students should refer to the individualized terms of their leave letter and must complete all required evaluations and/or testing prior to return. In addition, if the returning student wishes to be considered for financial aid, he/she/they must submit the appropriate

financial aid applications to the office of financial planning to determine eligibility. Applications are available in March for the following academic year. These materials must be submitted to the financial aid office by the middle of May.

Students returning from an administrative and/or medical leave of absence must provide a letter from their treating physician stating that there is no medical impairment that would prevent the student from meeting the technical standards as contained in the Technical Standards for Admissions and Continued Enrollment – NYMC-SOM located at: <https://www.nymc.edu/school-of-medicine-som/som-policies/> and the student is able to fully participate in all phases of the curriculum and school of medicine program.

The Dean of Students of the School of Medicine may require a second opinion from an administratively appointed physician, identified by the school, to document that the student is able to meet the technical standards upon return from leave and to fully participate in all phases of the curriculum and school of medicine program. The student must give permission to the physician to release this information to the school of medicine.

#### **VI. EFFECTIVE DATE**

This policy is effective immediately.

#### **VII. POLICY MANAGEMENT**

Responsible Executive: Dean, School of Medicine

Responsible Officer: Dean of Students of the School of Medicine

Oversight Office: Office of Student Affairs, School of Medicine

#### **VIII. RELATED LCME STANDARDS AND ELEMENTS**

9.9 Student Advancement and Appeal Process

11.0 Medical Student Academic Support, Career Advising, and Educational Records