

**3364-83-06 Student leave of absence.****(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 college of pharmacy and pharmaceutical sciences (“CPPS”)) may request a leave of absence (“LOA”) for up to twelve 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 LOA for one of the reasons as defined below:

- (1) 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 (“UT”) physician or a physician designated by the university.
- (2) Financial - When a student is unable to meet tuition and/or other educational financial obligations for all or part of an academic period.
- (3) 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 twelve months, and a student may not request this type of leave more than once in an academic year.
- (4) 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 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 twelve 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 twelve months. Under exceptional circumstances and with appropriate documentation, a student may request an extension of their LOA for an additional twelve months.

LOAs, 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 LOA 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 LOA and a return from a LOA.

(C) Procedure

In order to request a 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 the student’s 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 thirty 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. LOA 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 LOA is twelve 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 thirty 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 CPPS. In such a circumstance, re-application for admission would be required for reinstatement.

Any consideration for adjustment or refund of fees to students on LOA shall be based on established refund policies pertaining to rule 3364-40-19 of the Administrative Code.

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 LOA prior to the beginning of term.

The request for LOA 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 courses (see rule 3364-77-04 of the Administrative Code) prior to the beginning of the term as established by rule 3364-71-08 of the Administrative Code (adding and/or dropping a course).

- (2) For students seeking a LOA 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 (pursuant to rule 3364-71-16 of the Administrative Code). If circumstances warrant, the student may apply for a LOA prior to the beginning of the next term in accordance with the above procedure (as noted in paragraph (C)(1) of this rule).

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):

- (4) 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 thirty days prior to the semester of expected return.
- (5) Due to the unique nature of experiential education, additional time is required to integrate students into onsite and internship experiences. A minimum of three months advance notice is required to secure onsite experiential education training. Students must inform an experiential faculty member of their intent to return three 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 the student's 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 CPPS. In such a circumstance, re-application for admission would be required for reinstatement.

Effective: 4/23/2020

CERTIFIED ELECTRONICALLY

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Certification

04/13/2020

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Date

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