

EXECUTIVE ORDER 2017- 02

Leave of Absence, Withdrawal, and Readmission Policy

Introduction

This policy pertains to all students of San Juan Bautista School of Medicine (SJBSM) who leave the institution through the process of leave of absence, withdrawal, dismissal, or discontinuation, and who subsequently seeks readmission to the School, either as a first-year student or a student with advanced standing.

When a student comes to the Associate Dean of Student Affairs with the intention to interrupt their course of study, this interruption will be categorized either as a Leave of Absence (LOA) or a Withdrawal (W).

1. Leave of Absence (LOA)

SJBSM defines a Leave of Absence (LOA) as a temporary interruption of studies due to a documented unforeseen circumstance and a documented intent to return to complete the academic program. It is intended for active students who are in Good Standing, who need to interrupt the course of studies for a short period of time and who intend to return to SJBSM immediately following the LOA. A student on an approved LOA prior to the start of the semester will not be assessed tuition and fees, although the student may choose to maintain his/her health insurance coverage by paying the appropriate fee. Students must be aware that a LOA will have financial consequences for students who are financial aid participants and should consider meeting with the Financial Aid office to discuss details before requesting a LOA. The time allocated to a LOA will count towards the maximum chronological time of each program as stated in the Satisfactory Academic Policy.

Refer to <https://www.sanjuanbautista.edu/user/pages/docs/aboutus/99-03.pdf>

According to federal regulations, 34 CFR 668.22 (d), the following criteria outlines the requirements to process an approved LOA:

- The student must request the leave of absence in writing to their Dean for approval. The letter should state the reason(s) for the request.
- A LOA cannot be granted for academic reasons (i.e. to keep a student from failing).
- There must be reasonable expectation that the student will return from LOA.
- A student returning from a LOA must resume training at the same point in the academic program that the student began the LOA.
- Upon return from LOA, the institution may not assess the student any additional institutional charges. Therefore, the student is not eligible for any additional federal student aid (Title IV funds).
- If a student is a Title IV recipient, the institution must explain the requirements and regulations of his/her financial aid status (grace period, repayment, etc.) prior to granting

the LOA. The information that will be provided will include the financial consequences if the student fails to return from LOA.

- A student granted a LOA is not to be considered withdrawn and no return calculation is required for Title IV funds.
- If a student does not meet the LOA criteria, and/or the student does not return from a LOA, the student will be considered to have ceased attendance from the institution and SJBSM will proceed with a Title IV return of funds calculation if the student received federal aid.

Procedure to Request a LOA

- To request a LOA a student must submit the LOA application with supporting documentation to the Associate Dean of Student Affairs indicating the reason for the request.
- Once a student's request is received, students' status will be ascertained to ensure they meet the conditions of (1) active student, (2) Good Standing (3) need to interrupt the course of studies, and (4) intend to return.
- The application will then be referred to the LOA Committee for evaluation. In the event that a LOA is granted, students will receive an official Memo with the conditions of the LOA.

Important Considerations

- Regardless of the reason or reasons for a LOA, the maximum consecutive time acknowledged by the Federal Department of Education (FDE) will not exceed 180 days in a twelve-month period. A twelve-month period begins on the first day of the students initial LOA. After this time, the FDE will proceed to classify the student as withdrawn from the program and will contact the student to begin the repayment plan.
Note: In order to resume training at the same point in the academic program in which the student began the LOA, students in the MD Biomedical years, MPH and MPA programs may need to wait a period longer than 180 days. This will classify the student as withdrawn from the program and will contact the student to begin the repayment plan.
- A LOA will change a student's status in school from active to inactive as defined by the Association of American Medical Colleges (AAMC). Refer to <https://www.aamc.org/data-reports/students-residents/data/facts-glossary>
- A status of "Inactive" disqualifies students to participate in academic activities, extracurricular activities in representation of the student body, Title IV funds and institutional health insurance.
- Interrupted courses or clerkships during a LOA will be classified as Withdrawal, and a W will be entered on the transcript designating uncompleted coursework. When the student returns, and completes the course, the final grade will appear in the term in which the coursework is completed. The grade of W remains on the transcript along with any grade subsequently achieved.
- A LOA will alter a student's graduation date.
- The time allocated to a LOA will count towards the maximum chronological time of each program as stated in the institutions Satisfactory Academic Progress (SAP) Policy.
- Any student on a LOA must continue to abide by the school's student conduct requirements.

- If a student makes arrangements to transfer to another school during a LOA, or decides not to return to upon termination of their LOA, they will need to process an official withdrawal at the Registrar's office.
- A student who fails to return on the scheduled date and/or meet the conditions of the LOA, will be receive an administrative dismissal.
- All students that are dismissed are assessed a refund of tuition and fees based on the date of dismissal and whether or not they are a Title IV Financial Aid recipient.

Descriptions and Conditions of Types of LOA

SJBSM recognizes three types of LOA.

Medical – when confronting a serious health condition that impairs the student's participation in the academic curriculum for a specific period of time, the student may request a medical LOA.

- A serious health condition as defined by the Family and Medical Leave Act (FMLA) is an illness, injury, impairment or physical or mental condition which involves either inpatient care at a medical facility or continuing treatment by a licensed health care provider for a condition that prevents the qualified family member from participating in school or other daily activities.
- To request a medical LOA, students must submit the LOA application accompanied by the LOA Medical Certificate.
- A medical LOA will be granted for not more than 180 calendar days in a twelve-month period. The 12-month period begins on the first day of the student's LOA.
- Students who are financial aid recipients must be aware that after the 180 day criteria established by the Department of Education, they will be classified as "withdrawn" under Title IV program and the lender will initiate a repayment plan.
- When returning from a medical LOA, the student must indicate their intention to return and present the Technical Standards Medical Certification provided by the school in order to reassume their academic program.
- In the event that the medical condition persists once the time granted has expired, the student may request a medical withdrawal from the institution. If the student does not request a withdrawal, the Registrar will proceed with an administrative dismissal.
- All students that withdraw or are dismissed will be assessed a refund of tuition and fees based on the date of withdrawal/dismissal and whether or not they are a Title IV Financial Aid recipient.
- The time granted under a medical LOA is taken into consideration when calculating the students maximum chronological time required to complete the corresponding program degree as established in the Satisfactory Academic Progress Policy.

Research – a student may request a LOA to do research with a program that has been approved by the school. Students interested in this type of LOA must have completed all of their previous enrolled courses and complied with the criteria for promotion. MD students in Biomedical Sciences must have completed all requirements for promotion to third year including haven taken and passed USMLE Step 1.

- The student must submit the application for LOA with a letter of acceptance from the program.
- If approved, the student will be granted a research LOA for the time required by the research program.
- Students who are financial aid recipients must be aware that after the 180 day criteria established by the Department of Education, they will be classified as “withdrawn” under Title IV program and the lender will initiate a repayment plan.
- The time granted under this type of LOA will be taken into consideration when calculating the students maximum chronological time required to complete the degree.

Military – all students that are activated by the armed forces will be granted a LOA as established in the institutional policies. (Refer to EO 2015-03 and 2020-03 at <https://www.sanjuanbautista.edu/about-us/institutional-policies.html>)

- The student must submit the application for LOA with a copy of the military orders.
- The student will be granted a military LOA for the term of service stipulated in the military order.
- To request an extension to a military LOA, students must submit a new application accompanied by an official document from the student’s branch of service.
- A military LOA will not be taken into consideration for the chronological time required to complete the degree, and the student’s seat will be reserved until the programmed return from military service.
- In the event that the request for a military LOA is filed prior to the last day schedule to withdraw, the student may request to receive a refund as stipulated in school policies.

Personal reasons – a student may request a LOA for any other personal reasons that impede the students’ academic performance, or to request additional time for preparation for the USMLE Licensing exams.

- A personal LOA is granted for not more than a maximum consecutive time of 180 calendar days in a twelve-month period. The 12-month period begins on the first day of the student’s LOA.
- In the event that the personal situation impairs the student from completing the academic requirements once the time granted has expired, the student may request a withdrawal from the institution. If the student does not request a withdrawal, the school may proceed with a dismissal.
- In the event that the student requested a personal LOA for USMLE preparation and fails to take the USMLE Step during the requested time, the student will be referred to the Evaluation and Promotion Committee (EPC).
- Time consumed in a personal LOA will be taken into consideration when calculating the students chronological time required for completing the degree.

Return from a LOA

- A student who has satisfied all of the conditions of their LOA, may return to the School of Medicine by submitting a request to the Associate Dean of Student Affairs and the Registrar at least ten (10) days prior to the date scheduled to return from the LOA.

- The student's return to school will depend on availability of space; seats will not be reserved except for students under a military LOA
- When returning from a medical LOA, the student must present the Technical Standards Medical Certification provided by the school in order to reassume their academic program.
- A student who fails to comply with the conditions of a personal LOA for USMLE preparation will be referred to the EPC
- If a student fails to notify the school of their intention to return after a granted LOA, or fails to return from the LOA on the corresponding date, they will receive an administrative dismissal due to discontinuation of studies
- All students that are dismissed are assessed a refund of tuition and fees based on the date of dismissal and whether or not they are a Title IV Financial Aid recipient.

2. Withdrawal

A withdrawal is when a student provides official notification to the Registrar's Office of their intent to discontinue a course or their academic program.

Partial Withdrawal is intended for a student who wishes to cease attendance in a course or not start attendance in a course must formally withdrawal the course by the Schools prescribed deadlines outlined on the Academic Calendar.

Procedure to request a Partial Withdrawal: A petition for a partial withdrawal is made to the Registrar and approved by the corresponding Associate Dean or Director as follows:

- Request Withdrawal Form for the Registrar
- Obtain approval from corresponding personnel
- Complete and submit signed form to Registrar

Full withdrawal is intended for a student (1) who needs to suspend enrollment for an indefinite period of time; (2) who does not intend to return to the School; and (3) who does not meet the criteria for a LOA. SJBSM policies dictates that a grade of W will be entered for each course or clerkship the student attempted but did not complete. The grade of W will be reported on the transcript.

Procedure to request a Full Withdrawal:

- Visit Deanship of Student Affairs for required orientation
- Request Withdrawal Form for the Registrar
- Complete and submit signed form to Registrar
- Return photo identification and parking card to Administration

In the event that a student cannot withdraw personally, they may authorize another person in writing. The person must present an identification to proceed with the procedure for withdrawal.

All students that withdraw are assessed a refund of tuition and fees based on the date of withdrawal and whether or not they are a Title IV Financial Aid recipient.

Students who withdraw may request readmission. If granted, the graduation requirements for the corresponding program degree must be completed within the maximum chronological time as calculated from the date of initial matriculation.

Description and Conditions

- **Medical Withdrawal** – requested by students as a result of a serious health condition and/or by recommendation of a physician. Applications for withdrawal for medical reasons must be made in writing to the Associate Dean of Student Affairs. Subsequent medical clearance is required for readmission. Students who withdraw under a medical withdrawal from the school will have the notation “Withdraw: DATE” recorded on their permanent academic record and their official transcript.
- **Voluntary Withdrawal** - action taken when a student voluntarily leaves the School. Applications for voluntary withdrawal must be made to the Deanship of Student Affairs and must be approved by the Academic Dean. Students who withdraw voluntarily from the school will have the notation “Withdraw: DATE” recorded on their permanent academic record and their official transcript.
- **Withdrawal during the first year of school**
 - A student who withdraws during the first year of an academic program and wishes to return to the program must reapply through the regular first-year admissions process as a new applicant.
 - If a student withdrew because of illness during the first year, the student will be required to submit a medical release from a physician confirming the student’s ability to meet the Technical Standards of the corresponding program.
 - Permission to reapply does not guarantee readmission.
- **Withdrawal subsequent to completion of the first year of school**

A student who withdraws in subsequent years and wishes to return to the school may reapply as follows:

- If the student was in Good Standing when the withdrawal was requested, the student may apply for readmission with advanced standing. Permission to reapply does not guarantee readmission. Each re-application will be considered on a case-by-case basis.
- If the student was not in Good Standing when the withdrawal was requested, the student must reapply through the regular first-year admissions process as a new applicant.

Students whose period of withdrawal is greater than two years must reapply as a first-year student through the Admissions.

3. Dismissals

Academic Dismissal

SJBSM will dismiss a student who does not meet the criteria for academic as established by institutional policies. A student who is dismissed for academic reasons **is not eligible** to apply for readmission.

Administrative Dismissal due to discontinuation

SJBSM will dismiss a student who discontinues their academic program by:

- Failing to attend classes during the first two weeks of a course without an excuse or justification
- Failing to attend classes for more than two consecutive weeks without excuse or justification
- Failing to register for any required term
- Failing to return after a LOA

A student who receives an administrative dismissal due to discontinuation is eligible to apply for readmission.

Administrative Dismissal due to inappropriate conduct

SJBSM reserves the right to process an administrative dismissal for the following reasons:

- Presents a risk of danger to the health of the student or other students.
- Presents a security risk for the student and/or the university community.
- Violation of institutional rules
- Professional disqualification.

A student who is dismissed because of inappropriate conduct **is not eligible** to apply for readmission.

Students that are dismissed are assessed a refund of tuition and fees based on the date of dismissal and whether or not they are a Title IV Financial Aid recipient.

5. Readmission

A student may seek readmission by:

- Submitting a request to the Associate Dean of Student Affairs at least sixty (60) days prior to the intended return date.
- Completing the SJBSM Readmission Application available at the Admissions Office.
- A student who was dismissed due to academic performance and/or inappropriate conduct **is not eligible** to apply for readmission.

Readmission Procedures and regulations:

- The Admissions Office will refer all Readmission Applications to the EPC.
- The EPC will review the student's application for readmission in light of the student's record, including any additional required supporting documents.
- After reviewing the application, the EPC may recommend:
 - readmission without conditions;
 - readmission with conditions;
 - denial of readmission until further proof of readiness to return to school can be demonstrated; or
 - denial of readmission.
- A longer period of notification might be necessary if scheduling of clerkships or electives is involved. Acceptance for readmission will depend on availability of positions in class and/or clerkships/electives.

If granted readmission students must:

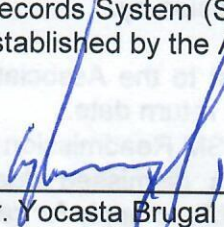
- Re-attest their ability to meet the Technical Standards, with or without reasonable accommodation.
- Adhere to any changes in policy or curriculum that occurred during their absence.
- Graduate within the maximum chronological time established for the program being admitted to. Readmitted student's chronological time for completing degree will be calculated using the initial matriculation in the corresponding program, not the date of readmission.
- Re-enroll in courses that were graded W or F at the time of the withdrawal. Both of these grades remain on the transcript, along with subsequent grades. The EPC will determine if any additional course or clerkship will need to be repeated to satisfy requirements. They will make this decision in consideration of the recommendation from corresponding Dean's and based upon the Policy on Academic and Professional Advancement. The Chair of the EPC will notify the student in writing of the committee's decision. Failed courses will be repeated in their entirety.
- Applications for readmission will be kept on file and will be considered in the order received, as positions become available.

The School reserves the right to impose any additional conditions upon a student seeking readmission after a withdrawal, and to refuse consideration based on the relevant time limit of the maximum chronological time established for the corresponding academic program.

6. Notification of the AAMC

SJBSM is required by the Association of American Medical Colleges (AAMC) to report all withdrawals and dismissals to the AAMC Student Records System (SRS), a national database. When doing so, SJBSM will use the categories as established by the AAMC.

Date Approved: August 2017
Reviewed August 2022
August 2023



Dr. Yocasta Brugal
President/Dean



San Juan Bautista SCHOOL OF MEDICINE

Medical LOA Request Form

A. To be completed by student

Name: _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone: _____

Academic Program: MD ___ MPH ___ MPA ___ BSN ___

Level: First year ___ Second year ___ Third year ___ Fourth year ___

I authorize my health care provider(s) _____ to release the following information from my patient file to the Associate Dean of Student Affairs for the purpose of determining eligibility for a medical leave of absence.

Student signature _____ Date _____

B. To be completed by health practitioner

State the approximate date the condition began: _____ (mm/dd/yyyy)

Is the condition a direct result of the academic requirements? Yes ___ No ___

Will returning to the academic program reactivate the condition? Yes ___ No ___

Check the boxes that apply to student's medical condition. Complete all that apply.

- Inpatient Care: The patient is expected to be admitted for a prolonged stay in a hospital, hospice, or residential medical care facility
- Incapacity plus treatment: (e.g. outpatient surgery) Due to the condition, the patient is expected to be incapacitated from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).
- The condition has also resulted in a course of continuing treatment under the supervision of a health care provider or therapy requiring special equipment that incapacitates the patient from participating in other activities.
- Pregnancy: The condition is pregnancy.
List the expected delivery date: _____ (mm/dd/yyyy).
- Permanent or Long-Term Conditions: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).
- Conditions requiring Multiple Treatments: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.
- None of the above

Due to the medical condition(s) indicated, the student (is able / will not be able) to perform one or more of the essential academic tasks. (class attendance, oral presentations, test taking, other)

If applicable, identify essential task that the student is not able to perform: _____

Amount of Leave Needed for the medical condition(s) checked. Your answer should be your best estimate based upon your medical knowledge, experience, and examination

of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine a LOA.

_____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

Provide any other information you understand is pertinent: _____

Physician Name (Print): _____

Business Address: _____

Phone: _____ Email: _____

License #: _____ Specialty: _____

Signature: _____ Date: _____

Please send completed document to: ymiranda@sanjuanbautista.edu

Feel free to call 787 337-4256 for clarifications.



San Juan Bautista
SCHOOL OF MEDICINE

TECHNICAL STANDARDS CERTIFICATION

I certify that _____ has been under my medical care/supervision during the authorized medical Leave of Absence (LOA); that I have read and understood the technical standards required to complete the students' academic program, and that I understand that the student is fully capable of complying with them upon his/her return from LOA.

Please accept this certification as a medical release and a medical clearance for _____ to resume his/her academic program as of _____.

Physician Name (Print): _____

Business Address: _____

Phone: _____ Email: _____

License #: _____ Specialty: _____

Signature: _____ Date: _____

Please send completed document to: ymiranda@sanjuanbautista.edu

Feel free to call 787 337-4256 for clarifications.