



## **Doctor of Pharmacy Program Policy and Procedure Leave of Absences**

### **Policy**

A student in good academic standing may, for valid reasons, petition the Director of the PharmD Program for a leave of absence from the program (herein after referred to as “leave”). A student will not receive program credit for any courses or other program requirements including co-curricular activities taken at this or any other university or college during a leave of absence.

### **Procedure for Leave of Absence**

1. A student will petition in writing directed to the Director of the PharmD Program for a leave of absence. In the written petition, the student must specify the reason for the request and the anticipated length of the leave of absence. Requests may not exceed one year.
2. If the leave is approved by the Director of the PharmD Program, the Chair of the Academic Performance Committee (APC) and the School Registrar will each be notified. The Registrar will be responsible for notifying the Director of Experiential Learning and faculty and staff with legitimate educational interest. Confidentiality of information will be maintained. The duration of leave will not exceed one year from the date of approval.
3. A student who is granted leave must notify the Director of the PharmD Program by written letter or electronic communication (e.g., email) of their intent to re-enter the program **no later than July 15 or November 15 before the beginning of the semester in which they intend to return** so a place in the class may be confirmed. In the case of a medical leave, a student must submit physician evidence of readiness to re-enter the program.
4. In the event a student is not able to return by the agreed upon date, the student must submit in writing a request to the Director of the PharmD Program for an extension of the leave. The request must clearly detail the reason(s) for not meeting the original date of return, the anticipated date of return and their intentions regarding returning to the professional program. A leave extension approval may not exceed one year.
5. The Director of the PharmD Program will notify the Chair of the Academic Performance Committee (APC) and the School Registrar of any approved leave extension or approval to return to the program, who will then notify the Director of Experiential Learning and those faculty and staff with legitimate educational interest to facilitate course and experiential learning planning.
6. The total time of the initial leave request and extension may not exceed two years. In the event of a leave of absence and extension lasting more than two years, the student must petition the APC for re-admission to the PharmD program. Automatic re-admission is not guaranteed, as a place in a class may not be available due to enrollment capacity. The student should also anticipate that the ever-changing curriculum may necessitate individualization of academic scheduling for coursework required for readiness for practice. The APC will communicate an individualized academic plan which may require repetition of coursework and experiences.

7. A student who does not intend to return to the professional program after a leave of absence should submit in writing their academic resignation no later than one month prior to the agreed upon date of return (as described in the Doctor of Pharmacy Student Resignation Policy).
8. A student will be dismissed from the program if they do not return by the stated deadline of their approved absence and do not submit a written request for either extension of the leave or resignation.