

Leave of Absence Policy

I. PURPOSE

The purpose of this policy is to ensure students on the PharmD program have the opportunity to take a leave of absence (LOA) from California Northstate University College of Pharmacy (CNUCOP) should the need arise.

II. SCOPE/COVERAGE

The policy applies to all students enrolled at California Northstate University College of Pharmacy.

III. POLICY STATEMENT

CNUCOP's LOA policy is intended to allow students a temporary interruption in the PharmD program. This policy describes the process for applying for a LOA and includes most instances in which a student may take a leave of absence. Any LOA situation not covered by this policy will be reviewed by the CNUCOP Office of Academic Affairs on a case-by-case basis.

IV. PROVISIONS

- A student may request a Leave of Absence from California Northstate University College of Pharmacy only after discussing their decision with the Dean of Academic Affairs.
- Students not in good academic standing will not be permitted to take a Leave of Absence.
- All LOA requests must be approved prior to the LOA begin date unless unforeseen circumstances prevent the student from doing so. Approval of a LOA request after the LOA has begun is at the sole discretion of CNUCOP.
- Non-attendance does not constitute notification of intent to apply for Leave of Absence status.

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- A student who requests a Leave of Absence must meet with the Student Financial Aid Office prior to the begin date and again prior to the end date of his/her LOA to discuss the implications of the enrollment interruption on his or her loans.
- The student must also meet with the Business Office to discuss the implications of the enrollment interruption on his or her tuition and fees.
- The Student must return his or her student ID badge and response clicker to IT or to the Dean of Academic Affairs at the time of signing the LOA form.
- Students requesting a Leave of Absence must complete a **Leave of Absence Form**, have the form signed by all relevant parties, and include supporting documentation verifying the need for the Leave of Absence.
- If the student begins the LOA before submitting the necessary documentation the student must submit the completed Leave of Absence Form within 5 (or 10) business days of the last day of attendance in class. Failure to do so may result in the student being dismissed/withdrawn from the program.
- The leave of absence form will be filed with the Office of the Registrar in the student's permanent file.
- The date of the Leave of Absence status is the date the Registrar receives the completed **Leave of Absence Form**.
- A student granted a LOA will earn a "W" grade for a course(s) that is (are) not complete at the time the LOA is initiated. Additionally, this may result in a change to the student's tuition and fees/or financial aid eligibility.
- A student returning from a Leave of Absence must resume the PharmD program at the point in which the LOA began. In the case of a student who was granted a LOA in the middle of a semester, he/she must return to the PharmD program at the beginning of the semester in which the LOA began.
- A leave of absence normally will extend for one calendar year. Students may appeal to OAA for exceptions.
- Notification of approved Leave of Absence is provided by the Registrar to the College Dean, the Deans of Academic Affairs and Student Affairs, the Student's

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Academic Advisor, Instructor(s) (if currently enrolled in courses), the Experiential Education Program, Student Financial Aid Office, Business Office, & IT Director.

- Students granted a Leave of Absence are permitted to return to the College without formally reapplying for admission.
- Students who have been on a Leave of Absence for more than one year are **not** eligible for readmission and must follow the application procedure for a new student admission.
- Students on a LOA will be contacted by the Office of the Registrar approximately 90 days before their LOA expires to request that they communicate to the Registrar either their intent to return to school or officially withdraw from California Northstate University College of Pharmacy.
- The student is required to complete the **Notice of Intent to Return Form** or the **College Withdrawal Form** 30 days prior to their return date. If the student fails to submit either form by the due date the student will be dismissed from the program.
- A student that officially withdraws or is dismissed from the University may formally apply in future, however there is no guarantee of admission, as all applications are reviewed against the current applicant pool. The admission decision resides with the College's Admissions Committee.

Associated forms:

Leave of Absence Form

Notice of Intent to Return Form

Official College Withdrawal Form

Approval process:

DEC

PEC

BOT