



## **Doctor of Pharmacy Program Policy and Procedure Academic Leave of Absence**

### **Policy**

A student may, for valid reasons, petition the Director of the PharmD Program for an academic leave of absence from the program (herein after referred to as “academic 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 academic leave.

A student on academic leave should anticipate that the ever-changing curriculum may necessitate, upon return to the program, an individualization of coursework and timelines for academic success and readiness for practice. The APC will determine and communicate revised and individualized academic plans which may require repetition of coursework and experiences to meet current program and practice readiness.

When a student is placed on academic leave, the School of Pharmacy will notify the State Board of Pharmacy of the student’s status. Such an academic leave may result in board actions including suspension of a pharmacy intern license.

Return from academic leave to school requires the student to have sufficient time remaining on their pharmacy internship license to complete all requirements of the PharmD program for successful matriculation.

### **Procedure for Academic leave**

1. A student must petition in writing directed to the Director of the PharmD Program for an academic leave of up to 1 year duration. In the written petition, the student must specify the reason for the request and the anticipated length of the academic leave.
  - In the event a student is not able to return by the agreed upon date, the student may request, in writing to the Director of the PharmD Program, for an extension of the academic leave. The request must clearly detail the reasons for not meeting the original date of return, the anticipated date of return and their intentions regarding returning to the professional program.
  - The total period for academic leave may not exceed 18 months.
2. When academic leave is approved, the Chair of the Academic Performance Committee (APC) and the School Registrar will each be notified. The Registrar will be responsible for notifying faculty and staff with legitimate educational interest. Confidentiality of information will be maintained.
3. A student who is granted academic 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 medical academic leave, a student must submit physician evidence of readiness to re-enter the program.

4. In the event of an academic leave exceeding 18 months, a student must petition 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 PharmD Program Director will convene an ad hoc committee including representatives of the Curriculum Committee, Student Services (Associate Dean for Student Success), the Academic Performance Committee and others to determine an individualized plan for student progression including repetition of coursework and practice experiences so as to meet current program and practice readiness.
5. A student who does not intend to return to the professional program after an academic leave of absence should submit their academic resignation by written letter or electronic communication (e.g., email) no later than one month prior to the agreed upon date of return (as described in the Doctor of Pharmacy Student Resignation Policy).
6. A student will be dismissed from the program if they do not return by the stated deadline of their approved absence, do not submit a written request for leave extension or do not submit a letter of resignation.

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