



**DATE: August 20, 2012**

**SUBJECT: LEAVE OF ABSENCE AND REINSTATEMENT POLICY**

A leave of absence is a period of time that a student is to be away from the curriculum, while still maintaining the status of a student. A student wishing to take a leave of absence from the Distance Degrees and Programs (DDP) should follow the policies established in the DDP Student Bulletin. The following are the procedures for taking a leave of absence:

- A student must submit a written request to the Director and an administrative hold will be placed on the student's account. The student is encouraged to meet with the DDP Director (or designee) to be informed about the options and curricular issues associated with a leave of absence.
- A student must complete a LEAVE OF ABSENCE form and submit the signed form to the Director (or designee). The completed form will be placed in the student's file. If the student does not complete a LEAVE OF ABSENCE form, the student may not be allowed to return. In the event of curricular changes, the SAAC will review the re-entry of all students who take a leave of absence to determine if (and under what conditions) they are eligible to return to the curriculum. Changes in the curriculum due, for example, to innovations in healthcare delivery and standards of care, will result in a student having to complete the curriculum in place at the time of re-admission into DDP and the SSPPS. This may result in no credit being given for previous pharmacy coursework. Consequently, a student should be aware that the curriculum for which he/she is applying to enter may be different from the curriculum in which he/she participated in prior to his/her leave of absence.
- A student taking a leave of absence is reminded that the maximum amount of time a student has to complete the program requirements is six calendar years starting from the time the student enters the program. (See Maximum Number of Years in the Program policy and DDP Six Year Extension policy.)
- The Technical Standards for Admission, Advancement, Progression and Graduation apply to all students through the program and upon re-entry to the program after a leave of absence.
- To return to school after a leave of absence, the student must contact the DDP Director (or designee) at least 30 calendar days prior to the first day of class for the semester he/she intends to return and make a definitive plan for the courses in which he/she wishes to enroll. Students failing to meet this deadline will not be allowed to register; this may result in delays and/or permanent dismissal.

- If a student has not enrolled in a course for three or more consecutive semesters, the student will need to be reinstated. To be reinstated, the student will submit to the DDP office the completed reinstatement form and a notarized copy (or online verification) of their active pharmacy license. The student will also complete a background check and drug screen.
- The student must have exhibited professional behavior while in the program and as outlined in the school's Student Ethics and Conduct Code in order to be reconsidered for reinstatement.
- Any "incomplete" or "I" grades on a student's transcript remain subject to the one year time frame of the University's Uniform Grading policy. At one year, those grades will become a "fail" or "F" grade, regardless of time out from the program. A returning student in that situation should contact the DDP Director for guidance.