

Leaves of Absence and University Withdrawal

Please note, policies are college specific. Please see each individual college below.

Jefferson College of Health Professions (this includes Institute for Emerging Health Professions)

Leave Of Absence - When personal circumstances make a temporary absence from the College advisable and when intent to return is evident, a leave of absence may be granted to students who file the Student Status Change Form available in the University Office of the Registrar. Permission of the Department Chair, College Dean or Program Director, as appropriate, is required. Normally, a leave will be granted for a period from one semester to a full academic year. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the terms of the probation upon returning.

If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. Students who fail to return to the College at the end of the approved leave will have their status changed from leave of absence to withdrawal, and they will have to apply for readmission in order to return. Students considering a leave should first consult with their academic advisor and other appropriate advisors regarding possible effects on their progress toward the degree, financial aid and tuition charges.

A leave of absence should be arranged in advance, and the student should follow the same procedure as for withdrawal from the College.

Students who have borrowed federal, institutional or private loans are required to complete a federally mandated Exit Interview counseling session. Besides being a federal requirement, it is a very helpful counseling process to ensure that students know the facts and repayment strategies that apply to student loans and to safeguard loans from becoming delinquent during a leave of absence, withdrawal or any other period of non-enrollment or drop in credits to below a halftime status level.

Withdrawal From The College - A student may initiate withdrawal from the College by due notice if not subject to dismissal because of failure or disciplinary action. If a withdrawal is initiated, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. In order to withdraw, the student must obtain a Student Status Change Form from the University Office of the Registrar. The date that the form is filed, and not the date of the last class attendance, is considered the official day of withdrawal. A student matriculated in a degree granting or post baccalaureate certificate program who fails to enroll for more than two consecutive semesters without having been granted a leave of absence will be given an administrative withdrawal.

Jefferson College of Nursing

Leave Of Absence For BSN Students - In the event that an undergraduate student (BSN) requires a non-academic-related leave of absence, the student will have the opportunity to return to the BSN plan of study. Ability to progress in the BSN curriculum will occur as follows:

When personal circumstances make a temporary absence from the College advisable and when intent to return is evident, a leave of absence may be granted to a student matriculated in the BSN degree program who files the Student Status Change Form available in the University Office of the Registrar. Permission of the College Chair of Undergraduate Programs or Associate Dean for Academic Affairs is required. A leave will be granted for a period of one semester or quarter, up to a full academic year. A student who is subject to dismissal for academic or disciplinary reasons is not eligible for a leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the terms of the probation upon returning. If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. In the case that a student must take a medical leave of absence, then upon return the student

must visit Occupational Health Network for Employees & Students to determine their ability to return to class or clinical (see the Medical Leave of Absence and Mandatory Medical Leave of Absence sections below for further details). A leave of absence should be arranged in advance. A student considering a leave should first consult with their program director regarding possible effects on their progress toward the degree. Students who have borrowed federal, institutional or private loans are required to complete a federally mandated Exit interview counseling session with the Financial Aid Office. Prior to return from the approved leave of absence, the student will meet with the director of the program in which the student is matriculated to determine their individual plan of study. Individual plans will include student demonstration of competency consistent with course objectives and clinical skills in the BSN plan of study that were completed at the time of the approved leave. Students are eligible for one leave of absence during the BSN program. Students who fail to return to the College at the end of the approved leave will have their status changed from leave of absence to administrative withdrawal.

Leave Of Absence (MSN And DNP Students) - When personal circumstances make a temporary absence from the academic program advisable and when an intent to return is evident, a leave of absence must be requested from the Chair, Graduate Programs. Students requesting a leave of absence must complete the Student Status Change Form available in the University Office of the Registrar. Permission of the Chair of Graduate Programs or Associate Dean of Academic Affairs is required. Normally, a leave will be granted for a period from one semester to a full academic year. Students who are subject to dismissal for academic or disciplinary reason are not eligible for a leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the terms of the probation upon returning. If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect.

Students who fail to return to the program at the end of the approved leave will have their status changed from leave of absence to administrative withdrawal, and they will have to apply for readmission in order to return. Students considering a leave should first consult with their academic advisor and other appropriate advisors regarding possible effects on their progress toward the degree, financial aid and tuition charges. A leave of absence should be arranged in advance, and the student should follow the same procedure as for withdrawal from the College. Students who have borrowed federal, institutional or private loans are required to complete a federally mandated Exit Interview counseling session. Besides being a federal requirement, it is a very helpful counseling process to ensure that students know the facts and repayment strategies that apply to student loans and to safeguard loans from becoming delinquent during a leave of absence, withdrawal or any other period of non-enrollment or drop in credits to below a half-time status level.

Withdrawal From The College - A student may initiate withdrawal from the College by due notice if not subject to dismissal because of failure or disciplinary action. If a withdrawal is initiated, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. In order to withdraw, the student must obtain a Student Status Change Form from the University Office of the Registrar or the Program Chair. The date on which the form is filed, and not the date of the last class attendance, is considered the official day of withdrawal. A student matriculated in a degree or certificate program who fails to enroll for more than two consecutive semesters without having been granted a leave of absence will be given an administrative withdrawal. A student who withdraws voluntarily or who is administratively withdrawn from the College must reapply to the Office of Admissions to re-enroll. If readmitted, the student is subject to the academic and curricular requirements in place at the time of readmission.

Jefferson College of Pharmacy

Leave of Absence and Withdraw - When personal circumstances make a temporary absence from the School advisable and when intent to return is evident, a leave of absence may be granted to students who file the Student Status Change Form available in the JCP Dean's Office. Permission of the College Dean or the Dean's designee is required. Normally, a leave will be granted for a period from one semester to a full academic year. Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the terms of the probation upon returning. If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. If changes to the Doctor of Pharmacy

curriculum impact the course of study for a student who is returning from a leave of absence, that student will be responsible for meeting all requirements of the class with whom they will graduate. If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect. Students who fail to return to the School by the date that the approved leave expires will have their status changed from a leave of absence to withdrawal, and they will have to apply for readmission in order to return. Students considering a leave should first consult with their academic advisor and other appropriate advisors regarding possible effects on their progress toward the degree, financial aid and tuition charges. A leave of absence should be arranged in advance, and the student should follow the same procedure as for withdrawal from the School. Students who have borrowed federal, institutional or private loans are required to complete a federally mandated Exit Interview counseling session. Besides being a federal requirement, it is a very helpful counseling process to ensure that students know the facts and repayment strategies that apply to student loans and to safeguard loans from becoming delinquent during a leave of absence, withdrawal or any other period of non-enrollment or drop in credits to below a half-time status level.

[Jefferson College of Life Sciences](#)

Leave of Absence - How to Request a Leave of Absence for Ph.D. Students

Graduate students in good standing asking for a leave of absence from the College are required to submit a written request to the director of the graduate program indicating the effective start and end dates and reasons for the leave. The student should also request a letter of support for the leave from their research advisor, if applicable, and their Program Director. The student should forward the request, accompanied by the above letter(s), to the Dean's office for final approval. The student will receive a written confirmation or denial of the request for a leave. Ph.D. students receiving fellowship support from an outside agency such as an NRSA fellowship from the NIH must also request permission for a leave of absence from the sponsoring agency in accordance with their rules and regulations.

By a prescribed date, as noted in the confirmation letter, the student must notify their research advisor, Program Director, the Dean's office and the University Registrar (if applicable) of his/her intention to return to graduate study. A leave of absence may be granted for a maximum of one year. The student, however, may return to graduate study prior to the designated end of the leave, provided due notice is given to, and approval obtained from, the student's research advisor, Program Director, the Dean, and to the University Registrar. Throughout the leave period, it is the student's responsibility to stay in touch with and keep their advisor, Program Director, and the Dean's office informed of their status and intent to return from their leave of absence. If the student does not return to graduate study by the end of the leave, the College may administratively withdraw the student from his/her graduate program. A leave will not be granted to students with outstanding financial obligations to the University.

For medical leaves of absence students must proceed through University Health Services, which will notify the Office of the Dean of its recommendation regarding a medical leave. No medical leaves will be reviewed or received without the endorsement of the Director of Occupational Health Network, or other physicians designated by the Director of Occupational Health Network.

Medical leaves will be for a period of up to one year. A leave of more than one year's duration will be granted only under the most extraordinary circumstances and only after review by the Office of the Dean. Prior to reentry, which may be applied for prior to the one year anniversary, appropriate medical screening will be arranged by the Director of University Health Services with consultation, if necessary, to provide assurance of the student's fitness to return to graduate study.

Paid Leave of Absence for Ph.D. Students - Students receiving fellowship awards are permitted up to fifteen calendar days of sick leave per year during which time their stipends will be continued. Students are also permitted up to thirty calendar days of parental leave in instances of the birth or legal adoption of a child. Where appropriate, these two paid leave periods may be combined for a maximum of 45 days of paid leave of absence. Parental leave is available for either parent. These periods for paid leaves of absence do not accrue year to year.

Unpaid Leave of Absence for Ph.D. Students - Students who require an extended leave of absence from their graduate study, beyond the maximum 15 days of sick leave and/or 30 days of parental leave, must request approval from their research advisor, Program Director, and the Dean, for an unpaid leave of absence, for a maximum period of one year, as described above.

Leave of Absence for P4 Students - P4 students requesting a leave of absence should forward a letter of request for a leave of absence to the Director of the P4 program for approval. A leave of absence may be granted for a maximum of one year. Throughout the leave period, it is the student's responsibility to stay in touch with and keep the Program Director and the Dean's office informed of their status and intent to return from their leave of absence. If the student does not return by the end of the leave, the College may administratively withdraw the student from his/her program. A leave will not be granted to students with outstanding financial obligations to the University.

Withdrawal from the College - Students wishing to withdraw from the College must do so in writing, specifying an effective date, to the Dean. Proper notification must also be made to the student's advisor and Program Director. The official date of withdrawal is normally the date approved by the Dean. The student will receive written notification of the decision for withdrawal from the Dean's office

Jefferson College of Population Health

Leave of Absence - Students are required to maintain Continuous Enrollment in order to complete degree requirements on time and to ensure that the courses are current at the time of graduation. However, students may need to request a leave of absence due to medical, financial, family, workplace, or other personal reasons and should communicate this to their Academic Advisor

Requesting a Leave of Absence - Students wishing to request a leave of absence must do so using the Student Status Change form. The form must be completed by the student and submitted to the student's academic advisor for review and approval. After approval, the academic advisor will send it to the University Office of the Registrar for processing. A copy will be retained in the student's academic file.

Returning from a Leave of Absence - At the conclusion of the leave of absence, students must complete the Student Status Change form to reactivate their enrollment in the program. The form must be completed by the student and submitted to the student's academic advisor for review and approval. After approval, the academic advisor will send it to the University Office of the Registrar for processing. A copy will be retained in the student's academic file. Students should contact their academic advisor at least one month prior to the term they wish to reactivate to ensure a timely return.

Maximum Number of Leaves of Absence - A maximum of 3 leaves of absence will be approved for students during their entire program of study and no more than 2 consecutive leaves. After the student reaches the maximum number of leaves of absence, the student will be withdrawn from the program. These students will have the opportunity to seek reinstatement (see Readmission process)

Transfer from One Program to Another - Students wishing to transfer from one program to another must:

- Meet the admission criteria of the new program;
- Receive approval from both Program Directors; and
- Complete a supplemental online application.

Students wishing to transfer from a Certificate program to the same MS program can do so with a Student Status Change form. Students transferring from a Certificate program to different MS program (ie. Certificate in Population Health to the MS in Population Health Intelligence) will need to follow the Transfer from One Program to Another requirements listed above.

If receiving financial aid, it is the responsibility of the student to inform the Office of Financial Aid of any change in program matriculation.

Withdrawal from the Program - A student may voluntarily withdraw from a program or be placed on administrative withdrawal. A withdrawal will not be granted to students with outstanding financial obligations to the University.

Leave of Absence

Voluntary Leaves of Absence - Under certain circumstances, leaves of absence may be granted to students upon request to the Committee on Student Promotion.

1. Medical Leave of Absence - A student who wishes to take a medical leave of absence must meet with the Medical Director of University Health Services, prior to the start of the leave, to discuss the reasons for the leave and to provide information from the treating clinician. The student must also provide a letter to the Committee on Student Promotion requesting a medical leave of absence. The Medical Director will evaluate the student and will communicate in writing to the Committee on Student Promotion if a leave is warranted. In the event of an urgent medical condition, the Medical Director may opt to forego a personal visit and may gather the necessary information from the treating clinician with the student's consent. If the Medical Director is the treating provider of the student, an alternate, independent physician will be selected to evaluate the need for a leave of absence. All medical reasons for a leave of absence will be evaluated in this manner. In the event of a medical leave for a psychiatric diagnosis, the Medical Director may consult an independent psychiatrist for assistance. The Committee on Student Promotion will consider both the letter from the student and the letter from University Health Services. Approval for a medical leave of absence will be provided to the student, outlining the process for a future return from the leave. Students requesting a return from a medical leave of absence must advise, in writing, the Medical Director of University Health Services and the Committee on Student Promotion of their intent. Appropriate medical screening will be arranged by the Medical Director that includes information from the treating clinician. Reentry after a leave for psychological/psychiatric reasons will include an interview by the psychiatrist designated by the Committee on Student Promotion. Information from the treating psychiatrist will be considered in the evaluation. Either the Medical Director or the designated psychiatrist will provide a written opinion regarding the return of the student. This may include recommendations for continued enrollment. The Committee on Student Promotion will consider the information provided and will notify the student in writing of their approval and any conditions of continued enrollment. Students in good academic standing requesting a leave of absence prior to the completion of JMD101, JMD102, JMD201, or JMD202 will be required to return to the curriculum at the beginning of the course from which they departed.
2. Academic Enrichment/Personal/Non-Medical Leaves of absence for academic enrichment and personal, non-medical reasons, may be entertained by the Committee on Student Promotion upon receipt of a written request from a student in good academic standing in the medical college. The student must supply to the Committee the reasons for a personal or academic leave. As a corollary, should such a leave be granted, the Committee, at the time that the leave is granted, will establish clear stipulations that the student must follow in order to gain reinstatement. Generally, such leaves will be for no more than one (1) year in duration. Leaves of absence for PhD work either at Thomas Jefferson University or another institution will be granted for up to 4 years. Non-medical leaves do not involve or require action or endorsement by the Director of University Health Services. Failure to submit a written request to return to SKMC within two calendar years may result in an administrative withdrawal.
3. Mandatory Medical Leaves of Absence - Sidney Kimmel Medical College has an obligation to protect patients, students, faculty and employees from harm caused by the actions of any student. If remaining in a course or rotation or in medical school is thought to be detrimental to classmates, faculty or to the delivery of patient care, the Dean of the Medical College or the Dean's designee has the right to temporarily remove a student from SKMC, a course, or a rotation, pending medical and/or psychiatric evaluation. Removal from SKMC, a course, or rotation, are all subject to review by the Committee on Student Promotion or the Judicial Board, as appropriate. The Committee on Student Promotion will determine the length of the medical leave of absence and will require the student to demonstrate fitness to return to school. The Dean's designee will determine whether restrictions in access to campus, students, email account or other university services are necessary during the leave. The Dean's designee will alert the student, in writing, of any restrictions during his/her leave of absence. Prior to reentry,

appropriate medical screening will be arranged by the Director of University Health Services with consultation, if necessary. Reentry after a leave for psychological/psychiatric reasons will include an interview by the psychiatrist designated by the Committee on Student Promotions. Should the Committee on Student Promotion direct a mandatory leave of absence, the Committee on Student Promotions will define the conditions of return, which may include restricting the scheduling of clinical or research rotations at away sites or at Thomas Jefferson University Hospitals.

Withdrawal from the College - Withdrawals from the medical college may be permitted under special circumstances. The Office of Student Affairs shall be consulted before any steps are taken. A letter of withdrawal shall then be submitted to the Committee on Student Promotion. For a student in good academic standing, the withdrawal will be noted on the transcript as “withdrawal in good academic standing.” Any student who withdraws from the medical college and wishes to subsequently return within two calendar years must submit a letter with this request to the Committee on Student Promotion. The Committee will rule on any and all such requests for readmission on a case-by-case basis. Inactive status after two calendar years will result in an administrative withdrawal.