

Interruption in Academic Program Progression

Progression in a student's academic program can be interrupted for various reasons, resulting in gaps within the scheduled curriculum. These interruptions may include a leave of absence, a recession, withdrawal, or dismissal. It is important to note that regardless of the reason behind the interruption, students must complete the DCOM curriculum within six (6) years from the initial program start date.

Leave of Absence

A leave of absence may be granted from LMU-DCOM for one of the following reasons:

1. a medical emergency
2. a financial emergency
3. maternity
4. a call to active military service
5. pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized institution or teaching facility prior to beginning the final year of medical school with approval from the Office of the Dean of Students and the Office of Clinical Education
6. time to study for the COMLEX exam

The Assistant/Associate Dean of Students or LMU-DCOM Dean can grant a leave of absence. Leave of absences are granted for conditions/circumstances that will impact the student's ability to complete coursework in the future.

For a student to request a leave of absence, the student must submit a written request and meet with the Assistant/Associate Dean of Students to discuss the reasons for the leave. LMU-DCOM will then notify the student in writing about the decision regarding the leave and any requirements about the student's return to campus. Leave of absences are granted for up to one year.

Before a student's leave of absence can begin, they must go through LMU-DCOM's prescribed checkout procedure. The student must meet with the LMU Student Financial Services Office to discuss how the leave will affect their financial aid eligibility. The official date of the leave of absence will be the date of receipt of the student's official request. Any tuition refunds or outstanding balances will be based on this date.

Students seeking to return from a leave of absence must ensure that all approved terms and conditions of the leave have been met and are submitted in writing before reinstatement will be granted. The submission of this paperwork is the responsibility of the student and must be submitted in writing to the Assistant/Associate Dean of Students.

Recession

Upon approval from the SPC committee and LMU-DCOM Dean, a student may be recessed by being removed from their current academic cohort and allowed to return as a member of the cohort one graduation year behind.

Withdrawal

Students considering a withdrawal from LMU-DCOM must inform the Assistant/Associate Dean of Students. The official date of the withdrawal will be the date of the receipt of the student's official request. If a student withdraws from LMU-DCOM, the Office of Student Financial Services and the LMU Student Accounts Office will determine any refund calculations and balances due.

When a student withdraws from the university *with three weeks or more remaining in the semester*, their transcript will reflect a combination of the following:

- The grade earned for all completed courses
- WD for any course not yet started or in progress

When a student withdraws from the university with *less than three weeks remaining in the semester*, their transcript will reflect a combination of the following:

- The grade earned for all completed courses
- F for any course in progress

Dismissal

LMU-DCOM reserves the right to dismiss any medical student at any time prior to graduation. Circumstances warranting such action may be of an academic, legal, or professional nature. Any student dismissed from LMU-DCOM will meet with the LMU-DCOM Dean and the Assistant/Associate Dean of Students. They will also be required to communicate with the LMU Student Financial Services Office.