



LEAVE OF ABSENCE/WITHDRAWAL
AND
MAINTAINING CREDITS FOR LEAVE OF ABSENCE

POLICY

When a student wishes to take a leave of absence or to withdraw from Sherman College, he/she must obtain the correct form(s) from the registrar's page of the college website. It is the student's responsibility to complete the form(s) and ensure the necessary clearances including those for their iPad and accessories. If a student fails to properly complete and submit the necessary form(s) and does not register for and attend classes by the 5th day of any given term, he/she will automatically be withdrawn from the college. When a student has ceased to attend classes within a term without providing official notification or expressed intent to withdraw or take leave, he/she will automatically be withdrawn no later than 14 days after the student's last date of attendance as determined by the college from its attendance records.

Leave of Absence

A leave of absence is approved for a student who has completed at least one term at the college prior to the request and who is in good standing at the college. A student entering the college must complete a minimum of one term at the college prior to eligibility for a leave of absence. A student returning from a leave of absence, suspension or other separation from the college, must complete a minimum of one term at the college following his/her return to be eligible for a leave of absence. **A leave of absence may not exceed 180 days in any 12-month period. A leave of longer than 180 days in any 12-month period will become a withdrawal from the college.** A student returning from a leave of absence does so at the same status held prior to the leave, including receipt of college-based scholarships and awards.

A student who is not eligible for a leave of absence must withdraw from the college. A student who fails to complete the required form(s) or receive the necessary clearances will be automatically coded as a withdrawal. A student who has not completed a term at the college following a previous leave or separation will be required to withdraw rather than take a leave of absence. A student who leaves but who has not made satisfactory progress (must be in good academic standing at the time of the leave, Policy 1051 – Academic Standing), will be required to withdraw rather than take a leave of absence.

Military Leave of Absence

See Policy 1040 – Student Leave for Active Military Duty

Withdrawal

A withdrawal from the college is an official separation from the institution and requires that the student re-apply for admission to the college, submit the current application fee, and comply with the admission policies at the time of the re-application. A student who withdraws from the college or who has been administratively withdrawn from the college, must also re-apply for financial aid and is not guaranteed that he/she will receive previous grants, loans and/or



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scholarships nor that all previous coursework at the college will be accepted, should he/she be re-admitted into the program. A student who is not eligible for a leave of absence must withdraw from the college. A student who fails to complete the required form(s) or receive the necessary clearances will be automatically coded as a withdrawal. A student who has not completed a term at the college following a previous leave or separation will be required to withdraw rather than take a leave of absence. A student who leaves but who has not made satisfactory progress (must be in good academic standing at the time of the leave, Policy 1051 – Academic Standing), will be required to withdraw rather than take a leave of absence. A student on a leave of absence who does not return within 180 calendar days will be coded as a withdrawal.

Maintaining Credits for Leave of Absence

For students returning from an extended leave of absence (two to three quarters) or those wishing to return after withdrawing from the college:

1. Credits for Basic Science Division courses may be maintained for a period of five academic years before requiring retake of courses.
2. Credits for Clinical Science Division courses (Philosophy, Technique, X-ray, Diagnosis, Clinic Procedures) may be maintained for a period of one academic year (three quarters).
3. Credits for Clinical Science Division courses (Philosophy, Technique, X-ray, Diagnosis, Clinic Procedures) may be maintained after a longer leave of absence based on the following criteria:
 - a. Prior academic performance in the class and the program in general, and/or
 - b. The student's ability to successfully complete a competency examination.

These options will be made available on an individual basis and at the discretion of the vice president for academic affairs based upon feedback from the academic deans and/or specific course instructors.

4. Students returning from a leave of absence or withdrawal of more than one quarter must complete a clinical skills evaluation with a pass rate of 80% prior to being permitted to resume patient care in the Health Center. Students unable to pass the clinical skills evaluation will be required to successfully retake courses in the subject area(s) failed prior to being permitted to resume patient care in the Health Center.