



Doctor of Veterinary Medicine Program Leave of Absence/Academic Withdrawal *Revised August 2017*

I. DEFINITION:

- a. **Leave of Absence:** Students in the Doctor Veterinary Medicine (DVM) program or in a combined DVM/MS or DVM/PhD program may wish to request a leave of absence from the program prior to graduation. Students in good academic standing who experience significant personal or family crises/situations may qualify for an excused leave of absence with the option of returning within one year to the program to complete their studies. Students must successfully complete at least one semester of the DVM Program or of graduate studies if in a combined program, and be considered “in good academic standing” (e.g. have not received a “U”/”D” or “F” grade). Additionally, a student enrolled in the combined DVM/MS or DVM/PhD program may qualify for an excused leave of absence for up to one year to conclude their regular graduate studies prior to completion of their DVM training.

- b. **Academic Withdrawal:** Students who indicate the intent to drop all courses and to leave the DVM Program unconditionally do not have the option of later returning to resume their studies. Students who leave the program without receiving an official approval of the leave of absence from the Associate Dean of Veterinary Academic and Student Affairs (AD) will receive failing grades in all courses. If a student completely leaves the program, he/she can reapply to the DVM Program and will be evaluated with all other applicants for the year of their reapplication. A student in a combined DVM/MS or DVM/PhD program who chooses to withdraw from his/her graduate program will be dismissed from the professional DVM Program, as such students are offered DVM admission as a combined program student. Such students may reapply to the DVM Program, to be considered with all other applicants that year.

II. FIRST, SECOND, THIRD-YEAR DVM STUDENTS:

a. PLANNING PROCESS

- i. All students who intend to leave the DVM Program prior to graduation must meet with the AD. For students seeking approval for a leave of absence (planned or unplanned), this meeting must occur in order to develop a written “readmission plan” for completion of their studies upon return to the program and to discuss possible changes that might occur in the DVM Program during their absence. This meeting must occur in order to prepare the written request to the CVMBS Dean.

- ii. Students who receive an academic dismissal should refer to the DVM Scholastic Standards Policy for rights, responsibilities, and procedures.

b. DOCUMENTATION

- i. All students who wish to leave the DVM Program prior to graduation, either permanently or as a leave of absence, must submit a written request to the Dean.
- ii. Compelling reasons and supporting documentation must be provided to support a request to leave the program.
- iii. Students seeking approval for a leave of absence must at the same time submit a written plan documenting their proposed plan for re-entering the DVM Program.
- iv. Students who have been dismissed from the program for unsatisfactory academic performance should refer to the DVM Scholastic Standards Policy for rights, responsibilities, and procedures.

c. APPROVAL FOR LEAVES OF ABSENCE OR MODIFIED CURRICULAR PLANS

- i. Approval issued by the Dean for leaves of absence is conditional based upon successful completion of the written “readmission plan” developed in conjunction with the AD. The Dean’s response will be made within two weeks of receiving the student’s written request.
- ii. The student must submit a written request to the Dean for official readmission in the DVM Program at least four weeks prior to the time they seek readmission. This letter should detail successful completion of the plan and be accompanied by written documentation of satisfactory course completion (if applicable). Successful completion of the readmission requirements may be expected to culminate in a letter of readmission issued by the Dean, which may include additional conditions for continued good academic standing in the DVM Program.

III. FOURTH-YEAR VETERINARY MEDICINE STUDENTS:

a. PLANNING PROCESS

- i. All students who intend to academically withdraw from the DVM Program prior to graduation must meet with the AD.
- ii. All students who intend on seeking approval for a leave of absence (planned or unplanned) prior to graduation must meet with the Senior Practicum Student Coordinator. This meeting must occur in order to develop a written “readmission plan” for completion of clinical training upon return to the program and to discuss possible changes that might occur in the DVM Program during their absence. This meeting must occur in order to prepare the written request to the CVMBS Dean.
- iii. Students who receive an academic dismissal should refer to the DVM Scholastic Standards Policy for rights, responsibilities, and procedures.

b. DOCUMENTATION

- i. All students who wish to leave the DVM Program prior to graduation, either permanently or as a leave of absence, must submit a written request to the Dean.

- ii. Compelling reasons and supporting documentation must be provided to support a request to leave the program.
- iii. Students seeking approval for a leave of absence must at the same time submit a written plan documenting their proposed plan for re-entering the DVM Program and completion of clinical training.
- iv. Students who have been dismissed from the program for unsatisfactory academic performance should refer to the DVM Scholastic Standards Policy for rights, responsibilities, and procedures.

c. APPROVAL FOR LEAVES OF ABSENCE

- i. Approval issued by the Dean for leaves of absence is conditional pending successful completion of the written “readmission plan” developed in conjunction with the Senior Practicum Student Coordinator. The Dean’s response will be made within two weeks of receiving the student’s written request.
- ii. The student must submit a written request to the Dean for official readmission in the DVM Program at least four weeks prior to the time they seek readmission. This letter should detail successful completion of the plan and be accompanied by written documentation of satisfactory completion of clinical training. Successful completion of readmission requirements may be expected to culminate in a letter of readmission issued by the Dean, which may include additional conditions for continued good academic standing in the DVM Program.

IV. UNIVERSITY REQUIREMENTS FOR LEAVES OF ABSENCE AND ACADEMIC WITHDRAWAL.

- a. Students are advised to refer to the CSU General Catalog and appropriate web sites for information pertaining to the Offices of the Registrar, Student Enrollment Services, and Student Financial Services. Specific University requirements must also be met so that course grades and financial assistance are not irreversibly affected.