COMLEX II LEAVE OF ABSENCE
2017-18

COMLEX LEVEL II CE AND PE

All students are required to take both COMLEX Level II CE and PE at least one time prior to the expected graduation date. The exams must be scheduled so that NYIT College of Osteopathic Medicine will receive the test results prior to the end of the student’s last clerkship. When a student fails COMLEX Level II CE and/or PE for the first time, the SPC (or SPC Subcommittee) will determine if the student should continue in clerkships or be scheduled for a Directed Study course. The Directed Study course can be scheduled at any time during the fourth year by the SPC (or SPC Subcommittee) following the first failure of either or both COMLEX Level II CE or PE. The student must successfully complete the directed study course. The student is required to take the COMLEX Level II CE or PE or both, as necessary, during the period of the Directed Study course. If a student has not passed either or both COMLEX Level II CE and PE following the completion of the last clerkship, the student will be scheduled for a Directed Study course unless the student has previously been approved to enroll in the Directed Study course by the Associate Dean of Academic Affairs during the same academic year. The student must complete the course (P grade) or pass the COMLEX exam during the course (WP grade) in order to graduate. The student is required to retake the failed exams (COMLEX II CE and/or PE) during the period of the Directed Study course. If the student passes the required exam(s), the student will graduate at the next scheduled graduation date following the completion of the course or passage of the exam. If the student does not pass the required COMLEX II exam(s) taken during the duration of the Directed Study course, the student will be notified by the Assistant Dean of Student Services that he/she is entitled to petition for a COMLEX Level II CE/PE Leave of Absence. If a student does not take both COMLEX Level II CE and PE prior to the expected graduation date or has not completed the Directed Study course, the student is not eligible for a COMLEX Level II CE/PE Leave of Absence. In that case, the student will be dismissed from NYIT College of Osteopathic Medicine.

A student petitioning for a leave should follow the directions in the letter from the Assistant Dean. The application process includes the Student Progress Sub-Committee. The student will be notified in writing by the Assistant Dean if he/she is approved for a leave. If approved, the student must process the leave form with the Assistant Dean of Student Services prior to the start of the leave by obtaining the required counseling and administrative signatures, in person, on the NYIT College of Osteopathic Medicine campus.

COMLEX Level II CE and PE Leave of Absences cannot exceed 180 days in length. Any student who has taken a COMLEX II CE Leave of Absence for 180 days is not eligible for a COMLEX Level II PE NYIT College of Osteopathic Medicine Leave, and vice versa. The student must abide by the policies and procedures designated by the NBOME in relation to the number of times the exam can be taken and within what designated timeframe. The student should refer to the NBOME Bulletin of Information available on-line at http://www.nbome.org/ for such information.
During any directed study or COMLEX leave of absence, the student will be required to work with a learning specialist on an ongoing basis.

When the student passes the COMLEX Level II CE and/or PE, the student will return from the leave of absence after completing the necessary paperwork with the Assistant Dean of Student Services and will graduate at the next scheduled graduation date. If the student does not pass COMLEX Level II CE and/or PE, meaning that NYIT College of Osteopathic Medicine does not receive official notification of a passing score within the 180 day period, the student will be dismissed from NYIT College of Osteopathic Medicine and will not have the right to apply for reinstatement/readmission.

For financial aid purposes, the student will be considered withdrawn from NYIT College of Osteopathic Medicine and is not entitled to receive any type of financial aid or health insurance. Students must complete their degree requirements within six years of enrollment following the first day of attendance. Eligibility for all or part of the 180 day maximum leave will be dependent upon completion of degree requirements within six years.

*By signing below, I agree that I have read and understand the Comlex II & PE policy located in the 2015-16 Student Handbook including all addendums and that I have received a copy of this form.*

Student signature: ______________________ Date: __________

Full Name (printed): ______________________

Leave Dates: _____________________________ Class of: __________

Student ID#: ______________________

Telephone _____________________ Email: ______________________

Current Mailing Address:  ______________________________________

____________________________________

____________________________________

Please initial the following:

Insurance:

_____ I am aware that I must continue my health insurance while on a Leave of Absence if I will be returning To clerkships after the leave is over.

Return from Leave of Absence Policy:

_____ I am aware that the Request to Return from a Leave of Absence Form must be received prior to my Scheduled return.
General Information
If your account is not paid when due, it may be forwarded to an outside collection agency or attorney. At that time, you will be responsible for paying NYIT all of the costs associated with the collection of your delinquent account, which includes the payment to NYIT of the principal sums due plus additional costs. Additional costs may include, but are not limited to, collection agency fees constituting 33% of the principal balance due if NYIT engages a collection agency to secure payment. If NYIT engages legal counsel to secure payment, additional costs may include legal fees constituting 50% of the principal balance due, plus all other costs associated with collection of the delinquent amounts. All collection matters shall be governed by New York law. The courts of New York shall have exclusive jurisdiction in these matters.

Student signature: ___________________________ Date: ________________

ADMINISTRATIVE SIGNATURES & APPROVALS
(Student must obtain signatures from all offices listed below)

Financial Aid: _______________________________ Date: __________

Student Health Insurance: ____________________ Date: __________

Clinical Education: __________________________ Date: __________

Assistant Dean of Student Services_______________ Date: ______________

Approved by Dean_________________________________ Date: ______________

Leave Start Date: ________________ End Date: ________________

Graduation Date: __________