



College of
Osteopathic
Medicine

COMLEX II LEAVE OF ABSENCE 2024-2025

COMLEX LEVEL 2 LEAVE OF ABSENCE

Students who do not demonstrate readiness for, or who are not successful in passing COMLEX Level 2 by the end of year four, will need to take a LOA to prepare for the COMLEX Level 2 exam. COMLEX Level 2 is a requirement for graduation.

1. The student must complete and sign the appropriate Request for a Leave of Absence form available from the Assistant Dean of Student Administration/Affairs on either campus. The completed request form signed by the student must be returned to the appropriate office by the student. The form, including the appropriate departmental signatures, will be processed by the Office of the Registrar.
2. Before a student will be reinstated from any leave, a Request to Return from a Leave of Absence form, which can be obtained from the Assistant Dean of Student Administration/Affairs on either campus, must be completed, signed by the student and returned. The form, with all of the appropriate departmental signatures, will be processed by the Office of the Registrar. For a Medical Leave of Absence, the student must submit a medical clearance from their physician. NYITCOM may also request a medical clearance from a physician chosen by NYITCOM prior to approving the Return from a Leave of Absence form.

Please note:

- A student's Request for a Leave of Absence form will not be approved and processed until any pending grade has been posted.
- Any student on a Leave of Absence is considered enrolled not attending for Insurance purposes.
- A Leave of Absence cannot exceed 180 days in any 12-month period for financial aid purposes.
- The student is not eligible to apply for or receive any Title IV Financial Aid, which includes Direct Stafford Loans, Direct Grad PLUS Loans, for the tuition, fees or living expenses for the billing period that the student had paid for in the previous year.

By signing below, I agree that I have read and understand the COMLEX II policy located in the 2024-2025 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: _____



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Please initial the following:

Insurance:

Note: Students are strongly encouraged to continue their health insurance while on a Leave of Absence. If you elect not to enroll in the insurance during this time or have coverage through a parents/spouse’s policy or Medicaid, please be advised that you will **NOT** be permitted to begin your 3rd or 4th year clinical rotations until proof of insurance is provided. Please be aware of the open enrollment periods (January and July) for the insurance carrier prior to making your decision.

I will continue enrollment in the school health insurance plan. I am aware that I am responsible for the payment.

I have coverage through an acceptable wavier, and before I return I will contact the Director of Student Life in Old Westbury or the Associate Director of Financial Aide in Jonesboro about resubmitting a new wavier.

I will be discontinuing enrollment in the school insurance plan. I am aware that I cannot return to rotations without health insurance, if I am opting back it to the school plan, it can only be during the open enrollment period of January or July. Please contact the Director of Student Life in Old Westbury or the Associate Director of Financial Aide in Jonesboro to discuss this option. For additional questions, please contact HSAConsulting at 888-978-8355.

Return from Leave of Absence Policy:

_____ I am aware the Request to Return from 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 AND APPROVALS

Financial Aid: _____

Date: _____



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Student Health Insurance: _____ Date: _____

Clinical Education: _____ Date: _____

Assistant Dean of Student Affairs _____ Date: _____

Leave Start Date: _____ End Date: _____

Graduation Date: _____