

Leave of Absence Policy – TBES

ROWAN UNIVERSITY POLICY

Title: Leave of Absence Policy – Rowan-Virtua School of Translational Biomedical Engineering and Science (TBES)

Policy No: AA:2013:03

Applies: Rowan-Virtua TBES Students

Issuing Authority: Dean, Rowan-Virtua SOM

Responsible Officer: Rowan-Virtua TBES Dean

Adopted: 9/26/2019

Amended: 8/9/2022

Last Revision: 8/12/2025

Last Reviewed: 8/12/2025

I. PURPOSE

This policy defines the Leave of Absence Policy for all students in the TBES.

II. ACCOUNTABILITY

Under the direction of the TBES Dean, Program Director(s) shall ensure compliance with and implement this policy.

III. APPLICABILITY

This policy applies to all TBES students.

VI. POLICY

1. Students who choose to interrupt their studies temporarily should request a Leave of Absence. During a Leave of Absence, a student registers for no courses, and their completion clock and academic standing evaluations are suspended. A Leave of Absence lasts for a minimum of one semester and up to one full year (consecutive Fall, Spring, Summer semesters in any order).
2. Students must request a Leave of Absence in writing (by email is sufficient). The request must include the student's full name and Rowan ID number, the date the Leave is to start (typically coinciding with the start of a semester), and the anticipated date of return. The student must send the request from their Rowan email account to the TBES office (tbес@rowan.edu).
3. The student understands that:
 - a. if a leave of absence is requested before/during the Add/Drop period then their courses will be dropped, nothing will appear on their transcript and all of their tuition will be returned,
 - b. if a leave of absence is requested after the Add/Drop period (Withdrawal period) then their courses will receive a "W" for withdrawal on their transcript and no tuition will be returned,
 - c. a meeting will be required between the Dean and the Program Director(s) to determine the return date based on the circumstances of the leave of absence.
4. A student may request up to two non-consecutive Leave of Absences while earning their degree. Additional Leaves require an appeal to Executive Council (see Academic Appeals Policy for the appeal procedure).
5. Return: Written notification of the student's intent to return must be received by the TBES Office a minimum of one month prior to the student's matriculation reinstatement. Students who fail to notify of their intended return or who fail to return after one year may be required to re-apply to the TBES and undergo the admissions process.

6. International students: Please note that different rules may apply for international students in accordance with US federal government. International students should consult with the Rowan University International Office before requesting a leave of absence.
7. Molecular Cell Biology and Neuroscience (MCBN) Program
 - a. Except for Parental Leave, a student's stipend and health insurance will be suspended during a Leave of Absence.
Parental Leave
Graduate students will receive full stipend support for up to 6 weeks of parental leave for the birth or adoption of a child. Either parent is eligible. The Program Director(s), Mentor (where applicable) and TBES office must be informed in writing of the student's intent to take parental leave and the applicable dates.
8. Rowan University Leave of Absence Policy for Graduate Students applies to all TBES students and the above policy does not supplant or override the university policy [here](#).