



Withdrawal and Leave of Absence Policy

A student may voluntarily leave the program and University at any time. The student must meet with the Academic Dean or Registrar to complete the necessary paperwork for withdrawal. Disruptive behavior will result in withdrawal.

Withdrawal

If a student fails to enroll by the end of the 1st week of the subsequent quarter, the student will be designated as having withdrawn from the program. If a student wishes to formally withdraw from the program, the student must meet with the Academic Dean or Registrar and complete the Withdrawal form.

Withdrawal after the commencement of classes

Students wishing to withdraw from individual classes after the beginning of class must complete an Add/Drop Form, which must be approved by the Academic Dean and Registrar. Never assume your class will be dropped automatically for you by the administrative staff. There are no refunds for books or other supplies. Tuition refund policies also apply to any student who may be dismissed from the program by the administration.

Satisfactory Academic Progress and Withdrawals

Failure to maintain Satisfactory Academic Progress may lead to withdrawal from the program. Please reference the SAP policy for more information.

Leave of Absence Policy – Standard

A leave of absence refers to a specific period during a student's ongoing program of study when they are not in academic attendance. It does not include non-attendance for a scheduled break in a student's program.

Virginia University of Oriental Medicine will usually decline to treat an approved Leave of Absence as a withdrawal from school by the student. A student on an approved Leave of Absence is permitted to complete the coursework he or she began prior to their Leave of Absence. Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed one hundred and eighty (180) days, including Summer Quarter. The twelve-month period will begin on the first day of the student's recent Leave of Absence. For the Leave of Absence to be approved, the student must do all of the following: Provide a written, signed, and dated request for the Leave of Absence, prior to the time period the leave is to occur unless unforeseen circumstances prevent the student from doing so. The Academic Dean must approve the request if students explain proper reasons and circumstances.

Leave of Absence Policy - International Students



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Foreign students may apply for limited leave of absences as long as all Governmental and University requirements are complied with. Students must file a Leave of Absence Request Form and obtain approval. (Please see "Leave of Absence" policy above). In addition, foreign students must attend Virginia University of Oriental Medicine for one academic year before they may apply for a Leave of Absence. Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed one hundred and fifty (150) days, including Summer Quarter.