



The David Geffen School of Medicine at UCLA Leave of Absence Procedures

Requesting a Leave of Absence from the Medical Curriculum

A leave of absence is defined as being away from the curriculum for more than a six week, consecutive period of time. During a leave of absence, students will not receive credit for work (e.g., MBA/MPH/MPP/PhD programs, research, etc.) done away from the David Geffen School of Medicine at UCLA.

You must complete a “**Request for Leave of Absence Form**” and submit it to Marty Hunter, Registrar, who will then forward it to Dr. Neil H. Parker, Senior Associate Dean for Student Affairs. The form can be found online at:

<http://www.medstudent.ucla.edu/offices/sao/administration/PDF/loaform.pdf>

- If you have questions about filling out the form, please contact Marty Hunter in the Student Affairs Office at (310) 825-6282 or mhunter@mednet.ucla.edu.
- You may be contacted by Dr. Parker to discuss the reasons for your leave. If the reason is personal or medical, you must schedule a meeting with Dr. Parker.
- Your request for approving your leave of absence will be considered, and you will receive written permission from the Registrar. Please be sure to include all of the information requested on the form, or review of your request may be delayed.

Once your leave has been approved, please take note of the following:

- **Registration:** The School of Medicine does not offer part-time status. Leaving or returning mid-semester will require payment of registration fees for an entire semester. Since enrollment is contingent upon payment of registration fees, courses may not be attended without the payment of registration fees. Please be reminded that registration fees may carry financial aid implications. A 50% course load per academic semester is required in order to be eligible for federal financial aid. If you have questions about registration, please contact Marty Hunter. Registration fee information can be found on the UCLA Registrar’s Office website:

<http://www.registrar.ucla.edu/fees/>

- Financial Aid: Students receiving financial aid are required to schedule an appointment with the Financial Aid Office Staff prior to taking a leave of absence from the curriculum. Deviations from the normal medical course sequence and course load may have an effect on your eligibility for financial aid. If you receive aid, it is your responsibility to be familiar with the Satisfactory Academic Progress Policy (enclosed), and to speak with the Financial Aid Office regarding your financial aid status (i.e. Federal Stafford Loan Regulations and University Policies).
- Contact Information: It is imperative that we have your current contact information on file in order for us to communicate with you concerning school-related issues. Please update your personal information such as your new address, phone number and/or cell phone number. You can do this online at

<https://www.medstudent.ucla.edu/chngaddr/>

- Health Insurance: The Student Health Insurance Program (SHIP) is only available to enrolled students (i.e., registration fees have been paid). Your coverage ends depending upon when you go on leave. There are two coverage periods beginning August 1st and ending July 31st each academic year. Fall semester coverage is from August 1st to December 31st and spring semester coverage is from January 1st to July 31st. Thus, if your leave begins within a semester you are covered to the end of that semester. If you leave prior to the beginning of a semester, you will not be covered because you will not be enrolled. The Ashe Center does offer other types of insurance when you are not enrolled. This information can be found online at following link (under the Insurance tab at the top of the page):

<http://www.studenthealth.ucla.edu/>

- Listserv: You will remain on the listserv for your *original* class, unless you would like to be taken off of it (please contact Marty Hunter if this is the case). You will be placed on the listserv of your *anticipated* class when you go on leave.
- 1st/2nd Year: Mailboxes: When you go on leave, you must turn in your mailbox key to Brandon Susselman in the Student Affairs Office. He can be reached at (310) 206-0973 or bsusselman@mednet.ucla.edu.
- 1st Year: Housing: If you are on leave for more than one semester and you live in Weyburn Terrace, you have to move out. Once you move out you lose priority status; thus, if you request Weyburn when you return, you will be placed in the housing general lottery.
- 3rd/4th Year: Schedules: You must speak to Gezelle Miller in the Student Affairs Office regarding scheduling of required and/or elective clinical courses. She can be contacted at (310) 825-3848 or zgmillier@mednet.ucla.edu.
 - 4th Year: Electives: If you have a 4th Year schedule, then you must drop each one of them before you go on leave. If you have any questions, please contact Linda Cuesta in the Student Affairs Office. She can be contacted at (310) 206-0245 or lcuesta@mednet.ucla.edu.

- 3rd/4th Year: Pagers: If you have a pager and are going on leave for the entire academic year, you have two options:
 - Return the pager to the paging office (A4-190) and bring Marty Hunter the receipt. Their hours are Monday – Friday from 8 AM - 12 PM and 2 PM – 3PM. When you return to the curriculum, you will be required to pay the \$120 fee before you will be issued a new pager with a new number. .
 - Pay \$120 for the year and keep the pager while you are gone. This will allow you to keep the same number and you will have use of the pager while you are out of the curriculum. You will be required to pay an additional \$120 upon return.

NOTE: If you go on leave for less than a year or use the pager for more than 6 months once the academic year begins, you must pay for the entire year (\$120). The only other option is to pay \$20 per month.

- 3rd/4th Year: Change of Graduation Date: Please fill out this form and turn it into Marty Hunter. The form can be found on-line at:

<http://www.medstudent.ucla.edu/offices/sao/administration/PDF/ChangeOfGraduation.pdf>