**Procedures**

**Viewing Your Clinical Schedule**
You may view your schedule in the Student Affairs Office and/or on the Medical Student website [http://www.medstudent.ucla.edu](http://www.medstudent.ucla.edu). In the Student Affairs Office, the schedules are located on Dayna Moore’s desk in a binder labeled “Class of 2003.” To view your schedule from the web, you will need the password given to you in your scheduling packet. If you forget or lose your password, contact Gezelle Miller at (310) 825-3848 or zgmiller@mednet.ucla.edu.

**Rescheduling Required Clerkships**
- **How do I change my schedule after the scheduling process is complete?**
  - At least one month before the start of the rotation, contact Dayna Moore at (310) 206-0958 (12-159 CHS) or dmoore@mednet.ucla.edu to change the date or location of your required clerkship.

  **ALL SCHEDULE CHANGES MUST BE MADE AT LEAST ONE MONTH BEFORE THE START OF THE ROTATION.**

**Student Clinical Performance Evaluations**
- **Where do I find my clinical evaluations?**
  - Student Clinical Performance Evaluations are collected in individual folders in the SAO. You are encouraged to review your evaluation folder periodically to become aware of personal strengths and weaknesses. Please allow six to eight weeks for your evaluations to be received by the Student Affairs Office.

  Ask any staff member in the SAO to pull your clinical evaluation file. To preserve the confidentiality of these records, students are not allowed to pull files.

  Return your evaluation file to area labeled “Refile Pile.”

  **Note:** Evaluations may not be removed from the Student Affairs Office and copies cannot be made.

- **How do I know if my clinical evaluation has been submitted to the SAO?**
  - There are two ways to check to see what evaluations have been submitted for you.
  1) Find your schedule in the binder, located on Dayna’s desk. The binder should be labeled “Class of 2003”.

    If there is a red check or an asterisk next to a rotation on your schedule, an evaluation for that course has been submitted to the SAO and the evaluation is in your clinical file, available for you to view.

    Or

  2) Access your schedule on the web at [http://www.medstudent.ucla.edu](http://www.medstudent.ucla.edu) through ESS.

    You must have your password to access your schedule through the web. You may contact Gezelle Miller (310-835-3848 or zgmiller@mednet.ucla.edu) for your password.

    If there is an asterisk next to a rotation on your schedule, an evaluation for that course has been submitted to the SAO and the evaluation is in your clinical file, available for you to view.

**Collecting Evaluations**
Linda Cuesta in the Student Affairs Office is responsible for collecting evaluations for **required clerkships**. Do not call the student coordinator or the course chair for the evaluation.
**Vacation in the Third-Year**

- Winter Break is December 24, 2001, to January 6, 2002 (weeks 25 & 26).
- Spring Break is April 1, 2002 to April 14, 2002 (weeks 39 & 40).

Required Clerkships are not offered during vacations.

**Approved/Excused Absences and Leaves**

Excused time-off for a day or two is to be discussed with your residents and attending as soon as possible. Notification to the clerkship site director is advisable. Please note the policy on absences under Clinical Responsibilities. You must notify the Student Affairs Office of absences or leaves greater than two days.

**Leave of Absence**

**TYPES:**

I. ACADEMIC (Student initiated)
   A. Combined Programs, e.g. MSTP, MD/MBA
   B. Pursuit of another degree, e.g. MPH
   C. Research, e.g. HHMI

II. MEDICAL (Initiated by student, student's physician, or Dean/Permission to return must also be approved by a physician)
   A. Illness
   B. Maternity
   C. Psychiatric/Cognitive Issues

III. PERSONAL (Student initiated)
   A. Family Problems, e.g. care-giving or death
   B. Travel
   C. Re-evaluation of Career Goals
   D. Financial Difficulty

IV. ADMINISTRATIVE (Initiated by the Promotions Committee, Faculty Executive Committee, or Senior Associate Dean for Student Affairs, or designee)
   A. Honor Code Infractions
   B. Noncompliance with Health Clearance Requirements
   C. Nonpayment of Tuition/Fees
   D. Remediation, e.g. USMLE failure
   E. Required year off for remediation/counseling, etc.

**PROTOCOLS:**

- All leaves of absence and return dates must be approved by the Senior Associate Dean for Student Affairs, or designee.
- Students on leave of absence are notified of requirements for reinstatement.
Students returning from leave of absence must request permission to return to the curriculum, as indicated in the letter approving leave.

Approval to return to the curriculum is granted by the Senior Associate Dean for Student Affairs, or designee.

Students on leaves of absence imposed by the Senior Associate Dean for Student Affairs, or designee, are required to meet with the Dean personally prior to reinstatement.

PROCEDURE FOR PLACING STUDENTS ON ADMINISTRATIVE LEAVE FOR NONPAYMENT OF TUITION/FEES

1. At payment deadline each semester (which is established by the general campus), the medical school registrar requests a list of registered students.
2. List of students with unpaid balances is reviewed with medical school financial aid office.
3. Students who have not met their financial obligations to the medical school are contacted by the medical school registrar and given written notification they have five business days to resolve their accounts.

[This also applies to students whose applications for financial aid applications are pending.]
4. If ten business days pass and account is not resolved, the Senior Associate Dean for Student Affairs is notified and a meeting is scheduled with the student.
5. Students whose tuition/fees remain unpaid three business days after this meeting are removed from courses and placed on Administrative Leave.
6. A letter is mailed via overnight service to the student outlining the details and reasons behind placing them on Administrative Leave and how they may re-matriculate.
7. Concerned parties are also notified.
   A. Financial Aid Office
   B. General campus registrar
   C. Other Dean if applicable (MSTP, combined program)
   D. Course instructors
   E. Affected staff members

Leave of Absence/Reinstatement Procedures*

1. Letter Requesting Leave
   If you wish to request a Leave of Absence from the medical curriculum, you must write a letter to Dr. Neil Parker, Sr. Associate Dean for Student Affairs. Submit the letter addressed to Charlotte Myers (310-825-3970), Director of the Student Affairs Office. You are encouraged to discuss your reason/plans with Dr. Parker. Your written request will be considered immediately and you will receive a written reply from Charlotte Myers. Please include the following with your letter:
   ✓ date leave of absence is to become effective
   ✓ address and phone number (where you can be reached during your leave)
   ✓ your social security number
   ✓ reason for your request for a leave of absence

2. Mailbox Key
   Turn in your mailbox key to Carol Collins (310-825-0973) by "effective" leave date. Your mailbox assigned will be cancelled.

3. Registration
   The School of Medicine does not offer a 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 66% course load per academic year is
required in order to be eligible for financial aid. If you have questions about registration, please contact Brian Zeglen (310-825-6282).

4. Third or Fourth Year Schedule
If you are taking a leave during the third and fourth years, you must speak to Dayna Moore (310-206-0958) regarding course scheduling (dropping/adding) required clerkships. You are responsible for the dropping and adding of your elective clinical clerkships.

5. Financial Aid
Students receiving financial aid are required to schedule an appointment with the Financial Aid Office Staff (310-825-4181) upon taking a leave and upon returning to the curriculum. Decisions made with regard to a student's academic status are not made with consideration of financial aid policy. Deviations from the normal medical course sequence and course load may have an effect on a student's eligibility for financial aid. If a student is receiving aid, it is the student's responsibility to be familiar with the Satisfactory Academic Progress Policy (SAPP), and to speak with the Financial Aid Office regarding his/her financial aid status.

6. Reinstatement
In order to be reinstated into the curriculum, a dated, written request must be submitted to Dr. Neil Parker, Sr. Associate Dean for Student Affairs, indicating a requested return date. Please include your current address and telephone number with your request! The letter approving the leave of absence (which the student received at the beginning of the leave) will indicate the date by which reinstatement must be requested. A student returning to the clinical years, which begins in June, will be expected to participate in the computer scheduling process, which begins the previous January/February. It will be the student's responsibility to connect with Gezelle Miller (310-825-3848) in early January regarding the scheduling timetable.

Leaves longer than one semester require completion of a statement of legal residence (SLR). The Resident Deputy in Murphy Hall then determines if California residency has been maintained during the leave. Please speak with Brian Zeglen (310-825-6282) if you matriculated to the UCLA School of Medicine as an out-of-state resident and if your leave will take you away from the state of California.

*PLEASE NOTE: Your Bruin-On-Line account will be suspended for the duration of your leave. Bruin Cards will also be inactive during this time. (The University does not provide services when not paying University fees). Also, students on leave will be removed from specific "class" lists and as a result will not be receiving class inclusive (group) e-mails.

12/16/98