Reinstatement Procedures

A student may be granted a leave of absence (LOA) of one year with possible extension for one additional year. All leaves will be for a specified period of time and must be approved by the Senior Associate Dean for Student Affairs.

If you are returning from an:

❖ **Administrative Leave**

You must complete and submit the following to the Registrar, via email registrar@mednet.ucla.edu, fax (310) 794-9574 or in person (12-159 CHS); by January of the year in which you plan to return (i.e. if you are returning in June 2015 you must submit the required paperwork in January 2015).

1. **Return From Leave Request** (located at [http://www.medstudent.ucla.edu/current/ > Policies & Forms > Forms](http://www.medstudent.ucla.edu/current/ > Policies & Forms > Forms))
2. Required items as indicated on the **Administrative Leave of Absence Form** previously sent to you at the start of your Administrative Leave

❖ **Educational Leave (Participation in the UCLA/MSTP articulated degree program)**

**Leave Extension Request**

➢ If you are not planning on returning next year and wish to extend your original leave request you must complete and submit the following to the Registrar via email registrar@mednet.ucla.edu, fax (310) 794-9574 or in person (12-159 CHS) **six (6) months prior to the start of the next academic year** (i.e. your extension request is for the 2014-2015 academic year then the form must be submitted in January 2014).

1. **Request to Extend Leave Form** (located at [http://www.medstudent.ucla.edu/current/ > Policies & Forms > Forms](http://www.medstudent.ucla.edu/current/ > Policies & Forms > Forms))
   a) Complete **Option A** – Requesting Extension of Original Leave

**Returning**

➢ If you intend to return to the SOM curriculum you must complete and submit the following to the Registrar, via email registrar@mednet.ucla.edu, fax (310) 794-9574 or in person (12-159 CHS); by **January** of the year in which you plan to return (i.e. if you are returning in June 2015 you must submit the required paperwork in January 2015).

1. **Return From Leave Request** (located at [http://www.medstudent.ucla.edu/current/ > Policies & Forms > Forms](http://www.medstudent.ucla.edu/current/ > Policies & Forms > Forms))
2. Copy of signed/approved Intent to Return to Medical School Form (provided by Susie Esquivel in MSTP office)
- **Educational Leave (Participation in a Dual Degree Program – MD/MBA, MD/MPH, MD/MPP)**

You must complete and submit the following to the Registrar, via email registrar@mednet.ucla.edu, fax (310) 794-9574 or in person (12-159 CHS); by January of the year in which you plan to return (i.e. if you are returning in June 2015 you must submit the required paperwork in January 2015.

1. **Return From Leave Request** (located at http://www.medstudent.ucla.edu/current > Policies & Forms > Forms)

**NOTE:** If you need to request an extension of your leave please submit the **Request to Extend Leave Form** (located at http://www.medstudent.ucla.edu/current > Policies & Forms > Forms)

- **Financial Leave**

You must complete and submit the following to the Registrar, via email registrar@mednet.ucla.edu, fax (310) 794-9574 or in person (12-159 CHS); by January of the year in which you plan to return (i.e. if you are returning in June 2015 you must submit the required paperwork in January 2015.

1. **Return From Leave Request** (located at http://www.medstudent.ucla.edu/current > Policies & Forms > Forms)

**NOTE:** If you need to request an extension of your leave please submit the **Request to Extend Leave Form** (located at http://www.medstudent.ucla.edu/current > Policies & Forms > Forms)

- **Medical/Health Leave**

You must complete and submit the following to the Registrar, via email registrar@mednet.ucla.edu, fax (310) 794-9574 or in person (12-159 CHS); three (3) months prior to your return to the curriculum (i.e. if you are returning in June 2015 you must submit the required paperwork in March 2015.

1. **Return From Medical Leave of Absence Request (MLOA)** (located at http://www.medstudent.ucla.edu/current > Policies & Forms > Forms)
2. “Clearance to Return to the Curriculum”, from your health care provider, stating you are eligible to return to the curriculum (located at http://www.medstudent.ucla.edu/current > Policies & Forms > Forms)
3. Letter, from you, stating your ability/competency to return to the curriculum
4. Possibly a “Fit for Duty” Certification

**NOTE:** If you need to request an extension of your medical leave of absence you must meet with Dean Parker. Please contact his assistant, Aaron Schmidt, at (310/206-0434) to schedule an appointment.

- **Personal Leave (Family Emergency)**

You must complete and submit the following to the Registrar, via email registrar@mednet.ucla.edu, fax (310) 794-9574 or in person (12-159 CHS); by January of the year in which you plan to return (i.e. if you are returning in June 2015 you must submit the required paperwork in January 2015.

1. **Request to Return Form** (located at http://www.medstudent.ucla.edu/current > Policies & Forms > Forms)
NOTE: Personal leaves are granted for up to one year only.

- **Pursuit of Another Degree Leave (participation in a Master’s Program -outside UCLA)**
  
  You must complete and submit the following to the Registrar, via email registrar@mednet.ucla.edu, fax (310) 794-9574 or in person (12-159 CHS); by January of the year in which you plan to return (i.e. if you are returning in June 2015 you must submit the required paperwork in January 2015.


  NOTE: If you need to request an extension of your leave please submit the Request to Extend Leave Form (located at [http://www.medstudent.ucla.edu/current](http://www.medstudent.ucla.edu/current) > Policies & Forms > Forms)

- **Research Leave (NIH, HHMI, Doris Duke, other)**
  
  You must complete and submit the following to the Registrar, via email registrar@mednet.ucla.edu, fax (310) 794-9574 or in person (12-159); by January of the year in which you plan to return (i.e. if you are returning in June 2015 you must submit the required paperwork in January 2015.

  1. Request to Return Form (located at [http://www.medstudent.ucla.edu/current](http://www.medstudent.ucla.edu/current) > Policies & Forms > Forms)

  NOTE: If you need to request an extension of your leave please submit the Request to Extend Leave Form (located at [http://www.medstudent.ucla.edu/current](http://www.medstudent.ucla.edu/current) > Policies & Forms > Forms)