

# Leave of Absence Policy – College of Medicine

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Revised: March 19, 2012

The University of Arizona College of Medicine (both Tucson and Phoenix Campuses) (hereafter COM) promulgates this policy to ensure that all requests for leaves of absence are considered in a uniform and consistent manner. The COM recognizes that, at times, students require leaves of absence either to address their own medical needs (including mental or physical illness or injury or disability), to take advantage of additional educational or research opportunities outside of the COM, or to address other matters of a personal nature, including, but not limited to, maternity or paternity, caring for a family member with a serious medical condition, military obligations, or academic enrichment opportunities (such as special training, research, or fellowship opportunities). Students requesting leaves of absence must comply with this policy, both in making requests for such leaves, and prior to returning from approved leaves of absence.

## **Medical Leaves of Absence**

Students requesting leaves of absence because of their own physical or mental illness or injury or disability must complete The University of Arizona College of Medicine [Leave of Absence Request Form](#). The student must obtain medical documentation from a licensed health care provider, or a letter on that health care provider's letterhead, which contains the following information:

- The approximate date of onset of the mental or physical illness or injury or disability giving rise to the circumstances surrounding the request for leave of absence, and the dates through which such condition is anticipated to continue;
- The general nature of the mental or physical illness or injury or disability that prevents the student from continuing his or her education at the present time;
- The date on which the student anticipates being able to resume his or her education.

The student must provide the letter and supporting documentation to The University of Arizona **Campus Health Service** to the attention of:

Executive Director, Campus Health Service  
1224 E. Lowell Street, Building 95  
Tucson, AZ 85721  
FAX: 520-621-4301

Campus Health Service will review the documentation and, if it supports a medical leave based upon the student's own mental or physical illness or injury or disability for the time period indicated by the health care provider, it will issue a "Verification of Health-related Reasons for Request for Leave of Absence" form to the student (hereafter "Verification form"). The Verification form will include the dates of onset of the condition and the dates through which such condition is expected to continue, but will **not** include information related to the nature of the condition. The student must attach the Verification form to his or her [Leave of Absence Request Form](#) and return them to the appropriate Associate Dean for Student Affairs, who will approve the leave on behalf of the COM. The Associate Dean for Student Affairs will advise the Student Progress Committee of all approved medical leaves of absence and their duration, which may not exceed one year.

### **Returning from a Medical Leave of Absence**

Prior to the expiration of a medical leave of absence and resuming medical studies at the COM, the student must 1) provide the COM's current Essential Qualifications to his or her licensed health care provider; 2) obtain medical documentation from his or her licensed health care provider, or a letter on that health care provider's letterhead, certifying that he or she is able to return to the educational program and perform the Essential Qualifications; 3) present the health care provider's certification to Campus Health Service; 4) receive a Verification form from Campus Health Service that he or she is able to return to medical school based upon that certification; and 5) present the Verification form to the appropriate Associate Dean for Student Affairs. The Associate Dean for Student Affairs will provide the Verification form to the Student Progress Committee, which will meet with the student to determine the appropriate manner in which he or she will reintegrate into the COM.

If a student requires reasonable accommodation for a disability under the Americans with Disabilities Act Amendments Act upon a return from a medical leave of absence, he or she must register with the University's Disability Resource Center as soon as practicable to discuss any such reasonable accommodation that may be necessary and provide the Disability Resource Center with a current copy of the COM's Essential Qualifications.

If a student is unable to return to the COM at the expiration of a medical leave of absence, he or she may seek a medical withdrawal under existing University policies. (See <http://deanofstudents.arizona.edu/medicalwithdrawal>). If a student seeks to resume his or her medical studies at the College of Medicine after a medical withdrawal, he or she may apply to the COM by submitting an appropriate application through the COM's Admissions Office. If readmitted, the student will be required to appear before the Student Progress Committee to determine the appropriate manner in which he or she will reintegrate into the COM.

## **Requests for Non-medical Leaves of Absence**

Students requesting leaves of absence for reasons other than their own mental or physical illness or injury or disability must submit a [Leave of Absence Request Form](#) to the Associate Dean for Student Affairs, along with a separate Personal Statement, which addresses the following:

1. The reason(s) the student is requesting the leave of absence, the length of the proposed leave, and the anticipated return date.
2. How the student anticipates reintegrating into the COM upon return from the leave of absence.

The student also must attach additional written documentation, such as: 1) an invitation to participate in an internship, externship, research-related endeavor or fellowship and the goals the student plans to achieve while on leave; 2) a statement from a health care provider related to the student's need to care for another person; 3) a statement from the military requiring the student's attendance; 4) police reports; 5) an obituary or death certificate; or 6) court documentation or a letter from an attorney or other professional detailing the reasons for the student's request for a leave of absence. If the student is unable to provide supporting documentation, then the student must state the reason he or she is unable to do so. Upon receipt of the student's non-medical leave of absence request, the Associate Dean for Student Affairs will present it, along with the supporting documentation, to the Student Progress Committee for review and approval. The Student Progress Committee may request the student to appear before it to provide information in support of the request. The Student Progress Committee's decisions regarding non-medical leaves of absence are not subject to review or appeal.

Students on non-medical leaves of absence must submit a written report to the Student Progress Committee at the end of the leave of absence regarding their progress toward the reintegration goals set forth prior to the leave. The Student Progress Committee may require the student to appear before it upon return from an approved leave of absence to determine the appropriate manner in which he or she will reintegrate into the COM.

## **Duration of Leaves of Absence**

Leaves of absence, for either medical or non-medical reasons, are granted for up to one year.

## **Failure to Return from Approved Leave of Absence**

An Associate Dean for Student Affairs will maintain a list of students on approved leaves of absence, and will provide that list to the University's Registrar. An Associate Dean for Student Affairs will advise the University Registrar if a student fails to return from an approved leave of absence, whether for medical or non-medical reasons. The COM also will disenroll the student from the college. If a student seeks to resume his or her medical studies at the College of Medicine, he or she

may apply to the COM by submitting an appropriate application through the COM's Admissions Office. If readmitted, the student will be required to appear before the Student Progress Committee to determine the appropriate manner in which he or she will reintegrate into the COM.