



Military Deployment and Leave of Absence Policy

Policy #

2-103

Category:	2-Attendance and Absence
Curriculum Phase:	All Phases
Author/Authoring Body:	Student Affairs
Responsible Unit:	Student Affairs
Policy Contact:	Student Affairs Dean Office
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Summary

The University of Arizona College of Medicine – Tucson (COM-T) supports students who are members of the United States Armed Forces and reserve units. An enrolled student of COM-T who is a member of the U.S. military, National Guard, or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence from the University for the period of active duty and up to 1 year after returning from active duty.

Applicability & Scope

This policy applies to undergraduate medical students enrolled at the COM-T.

Definitions

Short-Term Leave of Absence – For military obligations requiring a military leave of absence of 20% or less of the course or clerkship length, students will follow this Military Deployment and Leave of Absence Policy.

Long-Term Leave of Absence – For military obligations requiring a military leave of absence over 20% of the course or clerkship, students must work with the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs on an action plan.

Policy Statement

Enrolled students of the COM-T who are members of the United States Armed Forces, including the National Guard, reserves, or active duty, who are unable to attend the class for less than 20% of the course or clerkship length due to a military obligation will be allowed to complete class requirements.

I. Short-Term Leave Process

- A. The student is responsible for notifying their course or clerkship director and the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs within 10 days of receipt of orders and before missing classes, exams, or assignments.
- B. The course or clerkship director will provide the qualifying student with opportunities to complete course requirements with reasonable due dates accounting for the excused absence.
 - 1) The course or clerkship director may request the Vice Dean for Medical Education or designee review of the student's military orders to determine their validity and to consult on recommended reasonable due dates.
 - 2) If the student and course or clerkship director are unable to come to a mutually satisfactory agreement concerning revised due dates, the Vice Dean for Medical Education or designee will work with the faculty member to make a final determination of adjusted due dates.
- C. Coursework that was to be completed during the absence will not incur a reduced grade penalty when submitted by the agreed-upon deadline.
- D. The course or clerkship director may award an Incomplete (I) Grade if the excused absence is near the end of the class and the student has completed all but a small portion of the coursework as per the UArizona's policy on [Grades and the Grading System](#).

II. Long-Term Leave Process

- A. Meet with the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs to discuss plans for a long-term leave of absence (>20% of the course or clerkship length).
- B. Notify your course or clerkship directors that you will be engaging in the Military Deployment and Leave of Absence long-term program due to your current orders, and plan for any missed classes, coursework, projects, etc.
- C. Upon submission of the [Non-Medical Leave of Absence Request Form](#), the Associate Dean for Student Affairs or an Assistant Dean for Student Affairs will present your request to the Student Progress Committee (SPC) for review and approval.
- D. Enter excused absences in MedLearn, along with an explanation of military obligations until the SPC determination is completed.
- E. Contact the COM-T Financial Aid Office to ensure your absence will not impact your VA or other education benefits.
- F. Contact the COM-T Registrar's Office to make them aware of your plans in case adjustments need to be made to your schedule.
- G. Follow instructions on the COM-T Non-Medical Leave of Absence Form for RETURN from a non-medical leave of absence.

Related Information

Policies

[UArizona Course Policies: Grades and the Grading System](#)

Forms

[Non-Medical Leave of Absence Request Form](#)

Revision History

3/31/2023: Policy approved by Vice Dean for Medical Education.