Article 10 Modification of the Standard Medical Educational Program

Section 10.01 Leave of Absence (LOA)
(1) Definition. A leave of absence is defined as any continuous interruption longer than 8 weeks in the registration of a student in the University of North Carolina School of Medicine curriculum. This definition does not apply to MS4 students making satisfactory progress towards graduation.
   (a) A LOA does not change the student’s enrollment status. UNC SOM students have continuous enrollment until they graduate, withdraw, die, or are dismissed from medical school.
   (b) Visiting medical students are considered to be enrolled only during the duration of their approved elective.
   (c) Students on leave of absence will maintain contact with the Office of Student Affairs, keeping it apprised of current mailing address, phone number, and e-mail address.
(2) Types of Leave
   (a) Voluntary
      i. Research
      ii. Graduate studies
      iii. Personal
   (b) Involuntary
      i. Student Promotions Committee action
      ii. Administrative leave
   (c) Medical
(3) Failing to Meet Leave Requirements. Any student failing to comply with the provisions contained in this Article, including the requirements of paragraph 10.01(1)(d) above, will be reviewed by the Student Promotions Committee to be considered for dismissal from the School of Medicine.
(4) Students returning from an LOA are governed by the policies in effect at the time of their return to the curriculum.

Section 10.02 Voluntary Leave General Guidelines
(1) Initiating Voluntary Leave
   (a) A student desiring a voluntary leave of absence must obtain prior approval for the leave from the Associate Dean for Student Affairs.
   (b) Students must meet with the Office of Student Affairs.
   (c) Students applying for research or graduate leave must provide a supporting letter from their research mentor or graduate program before initiation of the leave.
   (d) The Associate Dean for Student Affairs will provide written documentation and terms of leave to students initiating personal leave.
(2) Time Restrictions
   (a) Research leave is granted for up to one year. The student may request to renew this leave annually by submitting a written progress report, co-signed by his/her research mentor, to the Associate Dean for Student Affairs.
   (b) Graduate leave is variable depending on the graduate program. The Associate Dean for Student Affairs will grant a specified term of leave at the start of the graduate program. Students may request that the Associate Dean for Student Affairs extend this
term by submitting documentation of satisfactory progress through the graduate curriculum.

(c) Personal leave is granted for a period up to one year and is renewable with the approval of the Associate Dean for Student Affairs.

(d) Students on approved leave who are absent from the medical curriculum for more than 3 years may be required by the Associate Dean for Student Affairs to complete a preparatory program before they are allowed to re-enter the curriculum, or they may be withdrawn and dis-enrolled from the School of Medicine as determined by the Student Promotions Committee.

(e) Expiration of leave. Students who reach the end of their approved leave period and who do not return to the curriculum will be placed on administrative leave and reviewed by the Student Promotions Committee for dismissal.

(3) Documentation of Return

(a) Students must confirm their intent to return from any voluntary leave with a letter to the Office of Student Affairs by March 1 for the fall term, November 1 for the spring term, and February 1 for the summer term.

(b) All returns from voluntary leave of absence must be approved by the Associate Dean for Student Affairs.

Section 10.03 Involuntary Leave General Guidelines

(1) Initiating Involuntary Leave

(a) The Student Promotions Committee may place a student on involuntary leave following the policies contained in Article 8.

(b) Administrative leave can be initiated by the Associate Dean for Student Affairs for the following reasons:

i. Failure to meet the School of Medicine’s published deadlines for paying tuition and fees.

ii. Failure to file a request by the School of Medicine’s published deadlines for deferring payment of tuition and fees if financial aid is not yet available.

iii. Failure to meet the School of Medicine’s listed health requirements by the stated deadlines.

iv. Failure to repay an outstanding debt owed to the School of Medicine (e.g. emergency loan), following a written warning from the Financial Aid Officer or the Associate Dean for Student Affairs.

v. The Associate Dean for Student Affairs may place a student on administrative leave for up to 14 days if the student fails to meet the Technical Standards or standards for professional conduct (Article 5). The Student Promotions Committee may extend this period as deemed appropriate, and may establish requirements for returning to the curriculum.

(c) Students may also be placed on administrative leave by University of North Carolina at Chapel Hill authorities according to University policies.

(2) The requirements for return from administrative leave, including time restrictions and documentation, will be established at the initiation of administrative leave. These requirements for return will vary depending on the reason for administrative leave.

(3) All appeals of involuntary leave must be handled through the Student Promotions Committee.
Section 10.04 Medical Leave General Guidelines

(1) Medical Leave
   (a) Campus Health Services must evaluate and approve all requests for medical leave.
   (b) The Associate Dean for Student Affairs may request that a student be evaluated for medical leave if the student is jeopardizing the health and safety of self, patients, or others. Failure to comply with this request will result in the student being placed on administrative leave until the student undergoes the requested assessment.
   (c) Medical leave is restricted to a maximum of 2 years except in extraordinary circumstances. Any extension must be approved by the Associate Dean for Student Affairs.
   (d) Campus Health Services must evaluate and approve all requests for return from medical leave.

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Notes and Procedures
10.01(1) Limitations of Space. Continuing students will have priority over students returning from leave, both for seating space in the teaching laboratories and in clerkship assignments. It is possible that students will not be allowed to re-enroll when planned, if space is not available.
10.01(1) North Carolina residency status may be affected by a student’s actions during a leave of absence. Students may be required to submit documentation on return from leave to re-determine residency status.
Approved by CMPC February 10, 2005