Absence, Dismissal, and Readmission

Absences of short duration may be granted by the Associate Dean for Student Affairs in the case of illness or personal emergency with the understanding that the student arrange with the faculty to make up all work which is missed.

Absence for any cause shall, however, be reported by the student, within one week of the student’s return, to the Associate Dean for Student Affairs who will determine if the absence was “excused.” If requested in writing by the student, a leave of absence for an extended period of time may be granted by the Associate Dean if such absence is considered to be in the best interests of the student. To reach this decision, the Associate Dean will often rely not only on the student’s expressed wishes, but also on the opinion of her or his faculty advisor, faculty promotions committees, or other individuals familiar with the circumstances of the case. While the exact length of the leave of absence will vary in each case, it shall, under no circumstances, exceed one year.

It will be assumed that students who fail to register and pay tuition and fees within the specified dates will have terminated their connection with the School of Medicine, unless permission to register and pay tuition at a later date has been expressly granted by the Registrar.

Students who have ceased to be enrolled in the School of Medicine for any reason (withdrawal, dismissal, failure to register, failure to return from leave of absence at the specified time, or leaving school without authorization) and who wish to be considered for readmission either as freshmen or with advanced standing must apply to the Dean of the School of Medicine. Only students returning on schedule from authorized leaves of absence will be re-enrolled without having to be readmitted.
Attendance Policy

It is the practice of the School of Medicine that each course director establishes an attendance policy that must be explained during the first meeting of the class. Absences from any and all examinations are not acceptable without prior notification and approval from authorized officials of the School.

Students who are absent from a class, laboratory session, or conference requiring attendance, or students who miss an examination should attempt to notify the Associate Dean or Assistant Dean for Student Affairs in advance of her/his absence if possible. Absences must be explained to the Associate Dean or Assistant Dean for Student Affairs who, by memorandum to the course director, indicates whether an absence is excused.

Any question about a student’s absence (reason or number of absences) may require the student to come and defend the absences before the Pre-Clinical Promotions Committee in the first two years of medical school, or the Clinical Promotions Committee in the 3rd and 4th years of the student’s training.

Junior and senior students in clinical training are required to notify the clerkship director and the rotation site prior to their anticipated absences.

Leave of Absence

A leave of absence may be granted by the Dean or his designee if such absence is considered to be in the best interests of the student. The Dean’s designee to monitor this activity area is the Associate Dean for Student Affairs. Requests for leaves of absence must be made in writing by the student to the Associate Dean for Student Affairs. If approved, the student must complete a Student Clearance Form, available from the Registrar’s Office (319L MED).
The Dean relies not only on the student’s expressed wishes, but also on the opinion of the student’s faculty advisor, the student promotions committee, or other individuals familiar with the circumstances of the case. While the exact length of the leave of absence will vary from case to case, it shall, under normal circumstances, not exceed one year.