Withdrawal and Leave of Absence Policy

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Definition

The University may grant permission for a leave of absence or honorable withdrawal if students are in good standing but do not want to retain their class status. A leave of absence is defined as a leave of one entire quarter or more with the expectation of returning to study. An honorable withdrawal is a permanent leave from the University. Students are in good standing if they are not subject to academic probation or academic, professional, or disciplinary disqualification.

Implementation

Students can petition for honorable withdrawal or leave of absence online in the Student Portal. However, before starting the online process, students must consult with the Director of Education and Student Affairs to discuss their plans and receive guidance on how the honorable withdrawal or leave of absence will impact their program of study. Students will be advised to consult with Student Health and Counseling Services, the Registrar, and, if applicable, Student Disability Services, Student Financial Aid Office and the International Students and Scholars Office to discuss their plans, as honorable withdrawal and leave of absence may have consequences for academic plans, health insurance, financial aid and loans, and any visa applications.

After these discussions students, the school and student will decide whether an interruption of their studies is required, the impact this may have on their studies, and how long the leave period will be. If a formal leave of absence is required (absences of one or more quarters), this could result in the student needing to repeat one or more quarters and the need for an extension for the completion of their program.

A petition must be filed through the Student Portal for all leaves of absences of one or more quarters and/or honorable withdrawals and with the expected return date in the case of leave of absences. Students receiving federal financial aid may be required to return any aid disbursed during the quarter they are taking leave or withdrawing. International students holding a visa must also contact the International Students and Scholars Office as there may be implications for their immigration status.

Additionally, the student will file an SOD Petition for Leave of Absence with the Director of Education and Student Affairs which outlines the previously discussed considerations, leave of absence student requirements, and return to study student requirements. The SOD will create a Written Support Plan for Return to Study for students taking a formal leave of absence. A Written Support Plan for Return to Study will be facilitated by the Director of Education and Student Affairs, Course Directors, and Executive Director of Clinical Education (if applicable) and will detail any special arrangements required during the student’s leave, an agreed return-to-study date, and a plan for reentry to both classes and clinic. This plan will be reviewed and approved by the relevant Student Status Committee. Students must contact the Director of Education and Student Affairs to communicate any anticipated changes to their return date as soon as known but no later than six weeks prior to the readmission term. Students who have been on a medical leave of absence must complete the Student Health and Counseling Medical Verification form with their health care provider and submit to Student Health and Counseling prior to their return.

Students will be required to submit an application for readmission to the Office of the Registrar six weeks prior to the start of the readmission quarter. More information can be found here. For additional information on honorable withdrawal and leave of absence, please follow this link to the Office of the Registrar.