

POLICY TITLE: <i>Enrollment Categories</i>	APPROVAL DATE: <i>June 4, 2020</i> <i>Revised March 6, 2025</i>
RESPONSIBLE DEPARTMENT: <i>Office of Student Affairs</i>	APPLIES TO: <i>All Students</i>

## Enrollment Categories

### ENROLLMENT CATEGORIES

There are three (3) enrollment categories in the College of Medicine:

- Full-Time
- Half-Time
- Program Related Activity (PRA)

Full-time enrollment is the default enrollment category for all students. Students must request and be approved for Half-Time enrollment or Program Related Activity enrollment. Approval is granted by the Office of Student Affairs in consultation with the PAC(s).

### ENROLLMENT CATEGORY REQUIREMENTS

1. **Full-Time.** The standard academic program in the College of Medicine consists of ten (10) semesters of full-time enrollment over a period of four (4) years. Students are enrolled continuously starting with the fall semester of the M1 year, with the exception of the summer following the M1 year, unless they have been granted a Leave of Absence or a Delayed Graduation. Students enrolled full-time pay the full tuition and fee charges in effect for each academic year. It is expected that **all students graduating from the College of Medicine will pay a minimum of ten (10) semesters of full-time tuition and fees or its equivalent.**
2. **Half-Time.** Medical students enrolled half-time for a semester pay half the amount of full-time tuition and fees. Half-time status is limited to students enrolled in phase two or phase three (M3 or M4) at the beginning of a specified semester *and* who would otherwise be on pace to graduate having paid for more than the standard number of semesters of tuition (10). Students must coordinate with UCCOM Student Affairs to obtain approval to enter half-time status. Some students may also need to petition PAC for a LOA prior to half-time status being approved.

Students enrolled half-time are limited to the following weeks of instruction:

- Fall semester: no more than **12** weeks of instruction
- Spring semester: no more than **12** weeks of instruction
- Summer semester: no more than **4** weeks of instruction

It is expected that such students will pay the equivalent of at least ten (10) semesters of full-time tuition and fees by the time they graduate. They may pay more than this amount.

2. **Program Related Activity.** Students enrolled in Program Related Activity (PRA) are charged the tuition and fees for one (1) credit hour in effect for each semester of PRA enrollment. PRA enrollment allows a student to maintain malpractice insurance, eligibility for UC student health insurance, and deferment on student

loans.

- Students enrolled in PRA are engaged in an activity, such as research or other relevant activity, which is related to their program of study for the M.D. degree.
- A PRA enrollment status does not qualify students for financial aid.
- Students planning to enroll in PRA after completion of their M2 year must sit for USMLE Step 1 before beginning their period of PRA.
- Students planning to enroll in PRA after completion of their M3 year are strongly encouraged to sit for USMLE Step 2CK before beginning their period of PRA.
- To enroll in PRA, the student must first meet with the Associate Dean for Student Affairs to plan the Leave of Absence and to receive approval to enroll in PRA. The preliminary approval for PRA is granted in consultation with the COM Registrar and Director of Student Financial Services. Students planning to enroll in PRA must be granted a Leave of Absence (LOA) from the curriculum of the COM by the appropriate Performance Advancement Committee (PAC).
- Students must complete a MSSF for Academic Enrichment LOA. They will be directed to complete Section 1 of the Academic Enrichment LOA Petition. This petition will automatically route to the appropriate PAC for review before granting approval.
- In preparation for return from the LOA the student will complete another MSSF for Academic Enrichment LOA which will direct them to Section 2 of the LOA Petition in which they will summarize details of their experience. This must be completed by the date requested by PAC in their letter to the student approving the LOA.
- Students should consult the Leave of Absence policy outlined in the Handbook for further details.

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