



AHEC Scholars Program Change Form Process

The program change form will be used when a student wants to withdraw or take a leave of absence (LOA) from the AHEC Scholars Program (ASP). In addition to this, the same form will also be used when a student is interested in rejoining the ASP after returning from an approved absence.

AHEC Scholars fellows can access and complete the form by following instructions below and adhering to deadlines.

1. Student notifies the RHPP Director of absence/withdrawal from the program
2. RHPP Director meets with the student to discuss process and directs the student to fill out and sign the Program Change form (located in [D2L](#)).
3. Once student fills and signs the form, RHPP Director signs the form and sends the form to nparedes@email.arizona.edu and colleen@email.arizona.edu not later than five business days from the date on the form.
4. Program Office will notify and request signatures from Faculty mentor(s) and Center Director.

FAQ:

Q: What if the student notifies the faculty mentor of a program change request before notifying the RHPP Director?

A: Faculty mentor should direct student to contact their RHPP Director to start the process of change of program form.

Q: What if the student notifies the center director of a program change request before notifying the RHPP Director?

A: Center Director should direct student to contact their RHPP Director to start the process of change of program form.



AHEC Scholar Program Change

Date:

Effective Date:

The below-named **AHEC Scholar** student has requested:

Leave of Absence from the AHEC Scholars Program	Reason for request:
Withdrawal from AHEC Scholars Program	
Leave of absence from university	
Total withdrawal from university	
Return from leave of absence	

Student Name:

Student Signature:

Institution/College:

AHEC Center:	AIH-AHEC	CAAHEC	CERE-AHEC
	CPCHP	SAAHEC	WAHEC

AHEC Scholar Faculty Mentor for this student:

RHPP Director for this student:

AHEC Program Office signature:

RHPP Director signature:

Faculty Mentor signature:

AHEC Center Director signature:

- 1) Student notifies RHPP Director - meeting held to discuss request, student signature obtained; 2) RHPP Director signs;
- 3) RHPP Director forwards to AHEC Program Office – Nicole Paredes nparedes@email.arizona.edu – proxy: Colleen Reed colleen@email.arizona.edu; 4) Program Office forwards to Faculty Mentor(s) & Center Director for signatures