Leave of Absence (LOA) Checklist

Complete this checklist after meeting with a Student Affairs dean and before your leave begins and return the signed copy to the Office of Student Affairs (OSA). This checklist accompanies the Leave of Absence Policy.

Before Your Leave Begins

- ☐ Meet with an OSA dean to discuss the type, timing, and expected length of your leave and the conditions for your return.
- ☐ For **Research Leave**, meet with the Office of Student Research
- ☐ Meet with SOM Financial Services – email SOMFINAID@som.umaryland.edu to make an appt
- ☐ Meet with SOM Records and Registration
- ☐ **Enrichment leave:** Submit your written plan or acceptance/program documentation to OSA at least three months before the leave begins.

Medical Insurance

- You are covered by your medical insurance through the semester for which you are registered. Students on LOA are not registered, so student health insurance ends after the last semester for which you were registered.
- **Abbreviated/Part-time curriculum**: Students who are enrolled less than full time are not automatically charged for or enrolled in health insurance and can log into Gallagher and enroll if they would like coverage.

- ☐ If you have questions regarding your campus group policy while on LOA, contact studentaccounthelp@umaryland.edu.
- ☐ For **medical LOA**, verify eligibility for insurance coverage by contacting studentaccounthelp@umaryland.edu and reviewing Student Health Insurance Plan (SHIP) - Student Financial Services (umaryland.edu): https://www.umaryland.edu/student-financial-services/student-insurance/ship/
- ☐ For a **non-medical LOA**, students may review and obtain health care coverage through https://www.marylandhealthconnection.gov/.

Health and Counseling Services

- ☐ While on LOA, you cannot use University Student Health or the Student Counseling Center.
- ☐ Discuss with Student Health, Student Counseling, or OSA before your leave begins if alternatives are needed.

Malpractice/Liability Insurance*

- You are covered by malpractice insurance through the semester for which you are registered.
- Students on LOA status are not covered by malpractice/liability insurance and may not participate in any clinical activity (including but not limited to extramural “away” rotations).

Disability Insurance*

- If your leave is the result of a disability, you may be covered by disability insurance. All enrolled medical students are required by LCME to carry disability insurance and are automatically enrolled in the AMA Med Plus Advantage disability insurance program. Contact the AMA Insurance Agency before your leave begins to ask about filing a claim. Students are covered by Disability insurance through the semester for which you are registered.

☐ Confirm benefits at AMA Insurance Agency (https://amai-wordpresss3uploads.s3.us-east-2.amazonaws.com/uploads/2024/09/758390_UMB-MedicalStudents_Benefit-Summary.pdf)

☐ Direct questions to customer support at Group Plan Certificates | Support | AMA Insurance

Accident Insurance*

- If your leave is the result of an accident that occurred while on campus, you may be covered by accident insurance.
- You are covered by accident insurance through the semester for which you are registered.

*More information about insurance, including malpractice/liability, disability, and accident) can be found at: https://www.medschool.umaryland.edu/osa/student-support/insurance-coverage/

Student Accounts and Financial Aid

☐ •Review and resolve account balance by contacting Student Accounts at 410-706-2930 or studentaccounthelp@umaryland.edu.

☐ Meet with SOM Financial Aid (SOMFINAID@som.umaryland.edu) to:
-Learn how this LOA will affect your financial aid award(s) and loan repayment.

• If your leave begins during a term, any tuition refund follows the Tuition Policy.

Residency (Tuition Classification)

• If your leave lasts more than one term, you must submit a new Application for In-State Classification for the term you plan to return. If you do not apply, or your application is not approved, you will be classified as out-of-state (non-resident) for tuition purposes.

• The Office of the Registrar must receive your application before the first day of enrollment for your return term. Review usually takes about 10 business days, or up to 21 business days if more information is needed, so apply as early as you are able.

☐ Apply at https://www.umaryland.edu/registrar/residency/application/ or contact Residency@umaryland.edu (410-706-7480) if you need help.

Schedules

For the **Pre-Clerkship Phase** (Years 1 and 2):

☐ Review your schedule with an OSA Advisor – courses on your schedule that you have not taken/completed will be dropped or withdrawn.

☐ Notify POM Course Directors of your change in status and confirm course requirements on return from leave

☐ Notify course directors for any scheduled pre-clerkship electives

For the **Clerkship and Advanced Clinical Phases** (Years 3 and 4)

☐ Review your schedule with an OSA Advisor

- ☐ Drop any remaining rotations on your schedule you have not started
- ☐ Notify POM 3 Course Director of your change in status and confirm course requirement on return from leave
- ☐ A new clinical schedule will be facilitated on your return. You must remain in contact with OSA and monitor listservs to ensure you meet all scheduling deadlines.

Student Leadership and Activities

- You may not use University (campus or school) facilities while on LOA.
- You may not serve in a leadership capacity in any committees or student organizations while on LOA.
- ☐ Notify any student organization or committee in which you hold an elected or leadership position. You may not serve in these roles while on LOA.

Email and Listserv

- ☐ Contact the Office of Medical Education Course Support at OCS@som.umaryland.edu to be moved to the correct class listserv.
- ☐ Continue to check your school email throughout your leave and respond promptly to messages from OSA.

Planning Your Return

- ☐ Review the conditions for return in your LOA approval letter.
- ☐ Confirm your return plans in writing to OSA at least eight weeks before your expected return date.
- ☐ Submit any required clearance or documentation to a Student Affairs dean.
- ☐ Complete the Technical Standards attestation and any onboarding requirements OSA identifies, such as immunizations, drug screening, or a background check.
- ☐ If your leave lasted more than one term, submit your Application for In-State Classification (see Residency above).
- ☐ To extend your leave, submit a written request to OSA at least 8-weeks before your leave end date.

Contact Information: Please write the personal email address, and phone number the school should use to contact you while on LOA.

Email: _____ Phone: _____

Type of leave: _____ Leave start date: _____ Expected return date: _____

Student Affairs dean consulted: _____

I have read the above and understand that it is my responsibility to address these issues before my leave begins. Further, I understand that I should reassess the implications of all of these issues and notify the Office of Student Affairs if my return plans change.

_____ _____

Student Signature Date

_____

Student Name (Please Print)

OSA use only: Received by _____ Date _____