

LOA Checklist

Considering a Leave of Absence

- Discuss your tentative plans with a [dean for students](#) ASAP.
- Discuss your tentative plans with the [COM SFS](#) ASAP.
- Consider discussing your tentative plans with your academic advisor/mentor.

There are often financial ramifications associated with leaves and timing the dates of your leave is important to avoid loss of financial aid and/or return of already disbursed funds. Per federal regulations, medical students must graduate with their MD degree within six years of matriculation. Recent legislation imposes a stricter timeframe for federal aid eligibility. Plan ahead for your re-entry into the curriculum to ensure you can satisfy degree requirements within the six year timeframe. Be mindful also of enrollment eligibility limitations which require students to change to inactive enrollment status once they have completed their graduation requirements until degree conferral. In other words, students are ineligible to remain active students or to continue to take courses once they have satisfied their enrollment requirements for the degree program.

A leave of absence will need to be explained in a residency application, your Medical Student Performance Evaluation (MSPE) and any future credentialing or licensure applications. A dean for students and the Associate Director for Medical Student Financial Services can help you think through unanticipated consequences of your leave.

Requesting a Leave of Absence

- Upload your [official request form](#) to [OASIS](#) for approval.
- Monitor OASIS for approval documentation.

Once you have decided you want to proceed with a leave of absence, you must document the request in writing. Please upload your request as far in advance of your planned leave as possible, so that curriculum and student services can support your transition. Processing of your enrollment status change is initiated by uploading the student request and Dean for Students decision documents.

Preparing to go on a Leave of Absence

- Establish a plan to attend to any stipulations noted on the dean for students uploaded decision form.
- If you hope to receive additional time to complete previous or in-process courses, you must discuss details directly with the course director (related notes below).
- Note [CATcard](#) and [insurance-related](#) information in [Student Handbook Policy 590.10](#).
- Return all COM owned IT equipment to COMTS in accordance with the Laptop Agreement form completed during orientation week.
- During the calendar year following your last enrollment, the University Identity and Account Management Office (IAM) will turn off various technology-related access and services [according](#)

[to a schedule](#). As part of this process, students receive a series of three warnings as the one year date approaches via automated emails, allowing time to archive anything they would like to keep from their time at UVM. After the calendar year has passed, their netID may be used only to generate transcripts.

Medical students should reply to these emails to note that there is an extenuating circumstance regarding their access because they are on an approved LOA. If the student has a timeline for their return (Dean for Students approved LOA end date), a temporary hold on account removal will be provided. It is very important for someone on a leave for longer than a year to check their email to ensure they receive the automated purge notifications and can respond to the [Identity and Accounts Management Team](#). This will allow their access and NetID account to be maintained under “current student affiliation status.”

Grades: LCME standards require course directors to record a course grade within 42 days from the course end date. Students are always expected to fulfill course objectives by the final day of a course/rotation. If you believe you will need more time to complete an assignment during a leave, you are expected to discuss such a request directly with the faculty member. OME does not assume students will be granted an extension, and a leave of absence does not preclude you from submitting an assignment or making up an exam while away. Importantly, a grade of incomplete will convert to a Fail in one calendar year from the original course end date.

COMTS Equipment: Students on leave of absence must return the LCOM provided laptop to the Service Center as defined in their Laptop Agreement Form completed during Orientation Week. All LCOM owned equipment, such as loaners, tablets, or accessories in the student’s possession must be returned in accordance with the agreement to avoid related fees. A copy of the form was emailed to each student upon completion of the agreement, and is available for review, upon request. If items are not returned as outlined in the agreement, devices will be remotely wiped and disabled, and the matter may be reported to police services. If the student requires technical support to remove personal data from devices, [COMTS technical services](#) are available to help.

On a Leave of Absence

- Students on leave are encouraged and in some cases may be required to (re-)take exams to address an incomplete course requirement (e.g., USMLE Step Exam and/or clerkship level shelf exams).
- Connect with [UVM Student Accessibility Services](#) at any time to initiate the process for requesting reasonable accommodations, if applicable.
- Maintain contact with the [Director of Student Achievement](#), [wellness directors](#), deans for students, and/or your academic advisor while away from the curriculum. This may be a required stipulation for some students.
- Plan for your return (see below)

Extending a Leave of Absence

- If you think you might not return by the approved end date of your leave, make an appointment to discuss your change of plans with a dean for students as soon as possible.
- Upload another [request form](#) to OASIS for official approval and processing of an extension at least two weeks prior to the currently approved end date.

Students who fail to return to active student status or fail to request an extension to their leave of absence by the approved expected return date will be referred to a governance committee (e.g., Advancement and/or Fitness) and subject to dismissal.

Returning from a Leave of Absence

- If stipulated in the Dean for Students approval, upload required documentation to [OASIS](#) status changes tab (e.g., healthcare provider readiness to return, evidence of advanced degree completion, etc.)
- If in the clinical curriculum, connect with the [clinical curriculum team](#) to facilitate placements.
 - Advanced Integration Level: Students must schedule courses at least 30 days prior to the course start date. Work directly with the coordinator for the course. If needed, contact the [Advanced Integration Level Curriculum Coordinator](#) for related guidance.
 - Clinical Clerkship Level must work with the [clinical curriculum team](#) as far in advance as possible. Students will be assigned to the next available placement to continue their education. Such placements may be in a different location and later than the student's desired return date. Inability to schedule a return to the curriculum may result in a delay in graduation.
- Schedule and complete clinical skills training with the [Clinical Simulation Laboratory](#), if on leave for six months or longer.
- If in the clinical curriculum, connect with the [clinical curriculum team](#) to facilitate N-95 mask refitting.
- Ensure that your [immunization documentation](#) is up to date and in compliance in [CastleBranch](#).
- Ensure that your annual [UVMHN mandates](#) are up to date/compliant. For guidance, connect with OME curriculum coordinators for your academic year/level.
- Ensure that your [contact information](#) is accurate in the [myUVM interface](#).
- Ensure that you have completed the latest annual online [UVM health insurance waiver/acceptance process](#).
- Status changes are administratively processed on the Thursday before your approved return date. At that time, you should:
 - Contact the [CATCard Office](#) directly to make arrangements if your card has expired or needs modification.
 - Contact the [UVMHN Badge Office](#) directly to make any necessary arrangements. Once the UVM Registrar's Office has processed your return to active enrollment status, the UVMHN Badge Office will be able to confirm your status via the UVM directory.
 - Contact the UVMHN IS Service Center directly (802-847-1414) to re-enable your account and reset your password.