

# Leave of Absence (LOA) for Academic Enrichment

## Checklist

\_\_\_ Meet with the Office of Student Affairs (Dr. Dawn Bragg, Associate Dean for Student Affairs or Dr. Laura Malosh, Asst. Dean for Student Affairs), to discuss possible leave of absence (recommend 6-9 months prior to start of leave)

- MSSF/Questionnaire
- PAC approval
- CCX plan
- M4 schedule/rotations that may be needed prior to start of LOA
- Plan for USMLE (Step 2 CK)
- Implications for students who hold committee positions
- Maintain immunization compliance in order to submit VSLO applications as early as March, if applicable

\_\_\_ Review [UCCOM Student Handbook](#): Leave of Absence & Program-Related Activity Policies

\_\_\_ Meet with John Stiles, Director Student Financial Services, to discuss financial implications (recommend within one month of meeting with Dr. Bragg or Malosh)

- Implications of beginning M4 coursework before starting LOA and timing of return
- Deferment or repayment of student loans
- Financial aid application for return year
- Program-related activity (PRA)
- Health insurance coverage (Note: students who intend to utilize UC student health insurance during the leave (and/or for their first semester back following the LOA) MUST submit an enrollment form to the UC Student Health Insurance Office for each term before the published deadline

\_\_\_ Meet with Kristy Wilson, Registrar, to discuss scheduling/enrollment logistics (recommend within one month of meeting with Drs. Bragg/Malosh)

- MSSF
- Lotteries & open enrollment
- Access to class email listserv

\_\_\_ Submit an MSSF and required attachments

- Academic Enrichment LOA Petition (part I) – link embedded in MSSF
- Acceptance letter

\_\_\_ Upon PAC's approval of LOA, notify Kristy Wilson & John Stiles if intention is to enroll in PRA status

- Students enrolling in PRA who wish to utilize UC Student Health Insurance must submit an insurance enrollment form before the start of each semester to the UC Student Health Insurance Office

\_\_\_ Re-entry into M4 Year

- Schedule a phone meeting with your M3/4 advisor to discuss M4 planning (January of return year)
- Email Kristy Wilson to inquire about scheduling/lotteries (December prior to return year)
- Ensure FAFSA is submitted and you accept financial aid package (at least 1-2 months prior to return)
- Review PAC's approval letter carefully and complete all requirements
  - Submit MSSF - Return from Academic Enrichment LOA
    - complete and upload Part II of the Academic Enrichment LOA Petition - link embedded in MSSF
  - Verify compliance with Flu & TB testing requirements
  - Complete UC Health compliance on-line modules (e.g. HIPAA, Blood Borne Pathogens, Infectious Disease, Radiation Safety)
- Pay any outstanding balances