

NEOMED Leave of Absence (LOA) Checklist

NEOMED students who formally step out of the curriculum should carefully review this LOA information in order to ensure a smooth transition out of and back into the program, to be in compliance with all enrollment-related and credentialing expectations, and to minimize time and expense for any delays in returning. Please review carefully and direct questions either to the number/contact person provided or to Student Services at 330.325.6735.

University – LOA Information

Access to Campus: Under most circumstances, a student's access to campus is not restricted while on a LOA. Should a student's access be impacted, the student will be notified. Questions regarding access to campus should be addressed to Kali Williams, kmeonske@neomed.edu or 330.325.6492.

CANVAS LMS Access: During a LOA, a student will continue to have access to courses for which they were registered. Specific instructors may remove a LOA student from an individual course, but it rarely takes place. Material uploaded AFTER the student begins the leave will not be available in Canvas to a student on a leave. Questions regarding Canvas access should be addressed to aims@neomed.edu.

Clickers: Each student's clicker has a 3-year license. Students should log into <https://account.turningtechnologies.com/account/> and check status of their license. If expired, visit Academic Technology to get a 1-2-year license extension. Username and password should match the active directory—if not select forgot password and reset. For clicker questions, please contact Michael Wright at m.wright2@neomed.edu or 330.325.6622.

Counseling Services: Students who go on a LOA are not able to receive continued counseling services during their scheduled leave. However, within 7 days of the date of the letter approving their leave, they will be able to receive one counseling session to prepare them for their transition of care and/or to discuss outside provider options.

Students who have been dismissed from the university are allowed to receive one counseling session to assist them with support and identifying external resources. The session must occur within 7 days of the date of the final written CAPP decision/separation from the university.

Credentialing Requirements:

Students who are on a leave and plan to return to the curriculum from a LOA are responsible for ensuring that all credentialing requirements are completed for the current academic year and/or through graduation. Financial responsibility for credentialing for students returning from a LOA is the responsibility of the student. Please refer to the NEOMED Compass for the general list of requirements. Questions regarding training credentials should be addressed to [Monica Lenox](mailto:Monica.Lenox) or 330.325.6888.

Email Access: When a student goes on a LOA, their email remains active, however they are removed from their class email alias list (e.g. COM Class of 2025, COP Class of 2025, etc.). Questions regarding email access should be addressed to the [Help Desk](#) or 330.325.6911.

Financial Aid Recipients: All students seeking federal student loans or NEOMED scholarships are required to complete annual application materials each year. Students should consult our [website](#) for a list of required forms, submission directions and deadlines for completion. For questions, please feel free to contact a member of the Financial Aid Team at finaid@neomed.edu or 330.325.6286.

ID Badge: Students should keep track of their NEOMED ID while on a LOA as it still provides access to campus. There is a cost of \$15 for a replacement ID. You need to pay the replacement fee in Accounting (G-218) and then take the receipt to Security before a replacement ID badge will be created. Questions

regarding your NEOMED ID should be addressed to Kali Williams, kmeonske@neomed.edu or 330.325.6492.

Immunizations: Students who are returning to the curriculum from a LOA are responsible for ensuring that all credentialing requirements are completed for the current academic year and/or through graduation. Financial responsibility for credentialing of students returning from a LOA is the responsibility of the student. Requirements related specifically to the University, regardless of the reason for the LOA, will be communicated to the student via their NEOMED email address. It is important that you monitor your email for information regarding steps in completing these requirements. Immunizations uploaded to myCB during the student's active status will remain on file. No student will be permitted to return to or continue in the curriculum without meeting these requirements prior to their return. Questions regarding immunizations should be addressed to immunizations@neomed.edu.

Learning Center: Students are advised to maintain communication with an advisor from the Learning Center during their LOA, especially if the LOA was based upon academic reasons. Creating a study plan or goals for this time out of the curriculum can be very helpful towards ensuring a smoother transition upon their return. Students are also strongly encouraged to meet with a Learning Center advisor within 30 days of re-entering the curriculum, for an initial advising meeting and overview of potential support resources. Questions regarding the Learning Center should be addressed to lc@neomed.edu or 330.325.6735.

Library: All library materials need to be returned prior to the start of the leave; otherwise overdue and/or replacement fines will accrue. Please contact the library at library@neomed.edu, or 330.325.6600 with questions or concerns.

Life & Disability Insurance: Students on an approved LOA from NEOMED remain covered by Life & Disability insurance until the end of the policy period if paid in full prior to the leave. Coverage continues during a LOA unless the leave exceeds the maximum of 365 days. If a student withdraws, is dismissed or graduates, students are not eligible for Life and Disability Insurance coverage and NEOMED must notify the carrier to discontinue coverage and a refund of the premium is not provided.

Locker Keys: If a student was assigned a locker key, they are required to return the key they were assigned before their last day on campus. There is a \$50.00 fine charged to the student account if the key is lost or not returned by the end of the academic year. Questions regarding locker keys should be addressed to [the registrar's office](#) or 330.325.6478.

Malpractice Insurance: Malpractice insurance is built into the student fee structure to be paid by students as a part of their enrollment requirements; therefore, as long as a student is enrolled and assessed tuition and fees, they will be covered upon their return. If a student is not enrolled and assessed tuition and fees, they will not be covered under our malpractice coverage. Questions regarding malpractice insurance should be directed to healthinsurance@neomed.edu.

Medical Insurance: Students on a LOA who are enrolled in NEOMED's Medical Insurance coverage are affected in the following ways, depending on the start date of the LOA:

Students must attend classes for the first 31 days beginning with the first day for which coverage is effective. Any student taking a LOA from the College during the first 31 days after the effective date of coverage shall not be covered under the insurance plan. A full refund of premium will be made, minus the cost of any claim benefits paid by the Certificate.

Students who take a LOA from the College after the first 31 days, whether involuntarily or voluntarily, will remain covered under the Certificate for the term purchased (either December 31 or June 30,

whichever comes first) and no refunds will be allowed. Questions regarding medical insurance should be addressed to healthinsurance@neomed.edu.

Outstanding Student Account: Once Accounting is notified a student is going on a LOA, the accounting staff will reach out to the student independently regarding any balance due and any exit counseling that is required related to campus-based aid. For more information, contact Emily Mach at bursar@neomed.edu or 330.325.6367.

Parking Permit: As long as a student has registered their vehicle information with the University and has a valid parking permit on their rear-view mirror, no action needs to be taken with regard to parking permits while a student is on a LOA. Questions regarding a parking permit should be addressed to Kali Williams, kmeonske@neomed.edu or 330.325.6492.

Sequoia Membership: Students returning from a LOA need to have their Sequoia Membership reactivated. The student's active status first needs to be confirmed by the registrar's office to Sequoia. Questions regarding Sequoia membership should be addressed to [Jacqueline Smallridge](mailto:Jacqueline.Smallridge) or 330.325.6103.

Student Accessibility Services: Accommodation requests must be submitted to accommodations@neomed.edu on an annual basis. All students should contact this email address to discuss any new or continuing accommodations requests at least 30 days prior to their entry into the curriculum to ensure that their accommodation request is received and decided upon. Upon receipt of your email, the respective employee responsible for facilitating your request will contact you to confirm which documents are necessary for your accommodation request to be fully considered. Detailed step-by-step instructions for completing the accommodation request can be found at <http://www.neomed.edu/learningcenter/accommodations/>. Questions regarding student accessibility services should be addressed to accommodations@neomed.edu or 330.325.6756.

Updated Student Contact Information:

So that students can continue to receive important mailings from NEOMED, please update your student contact information (phone, address, etc) in Banner Self Service if that information has changed anytime during your leave of absence.

The Village at NEOMED: If a student lives at The Village at NEOMED and takes a LOA, they are able to continue to live at The Village during that time. If they choose to move out, they just terminate their lease agreement. If they decide to rejoin our community if/when they return to school, they would sign a new lease. A student coming off of a LOA, who is still residing at The Village, needs to update The Village leasing office on their standing with the University (e.g. active status). Questions regarding The Village at NEOMED should be addressed to [Kristen Mathies](mailto:Kristen.Mathies) or 330.422.4200 ext. 101.

Whale Card – General Funds: Any remaining funds on your ID Badge (aka Whale Card) will never expire. Even if you have to get a new ID badge, the funds will automatically transfer to the new badge. For any questions about your account including badge activation for purchases, balance info, problems at registers or requesting a refund, please contact Melinda Gibbs, Retail Supervisor at mgibbse@neomed.edu, 330.325.6865.

Whale Card – Printing Funds: Photocopy funds are not returned to a student when they go on a LOA. The funds remain on their account and can be used upon return. Nothing is removed. Regarding a LOA and the student's account, once Accounting is notified a student is going on a LOA, reach out to them independently regarding any balance due and any exit counseling that is required related to campus-based aid. For more information, contact Jacky Kovach at jkovach1@neomed.edu or 330.325.6369.

White Coat Ceremony: First year students who repeat the first year have the option to participate in their colleges' White Coat Ceremony. We encourage you to participate, but respectfully understand if you choose to decline your attendance at the ceremony. Attendance is not mandatory for returning students. If you choose to participate in the ceremony please deliver your white coat to the Office of Student Services, room R-132 cleaned and pressed one week before the ceremony so that the office staff can prepare for the event.

Please notify Ashley King in the Office of Student Services at aking3@neomed.edu or 330.325.6732 with your RSVP one week before the ceremony if you will be joining us at the White Coat Ceremony.

College of Pharmacy – LOA Information

Leave of Absence Situations:

Situation	Requirements
Returning to/Repeat P1	Repeat P1 requirements and any new additional requirements for the new P1 cohort
Returning to/Repeat P2	Repeat P1 requirements and any new additional requirements for the new P2 cohort
Returning to/Repeat P3	Repeat P3 requirements and any new additional requirements for the new P3 cohort
Returning to/Repeat P4	Repeat P3 requirements and any new additional requirements for the new P4 cohort

College of Pharmacy Credentialing Requirements:

Requirement	P1	P2	P3	P4
Screening				
Criminal Background Check	X			X*
Toxicology Screen				X*
TB (2-step before matriculation)	X	X	X	X
Training (current through graduation)				
Basic Life Support (AHA)	X		X	
HIPAA	X	X	X	X
OSHA/Biosafety	X	X	X	X
Human Subjects in Research	X			X*
Responsible Conduct of Research	X			X*
Pharmacy Intern License Renewal	X	X	X	X
Immunizations				
Influenza	X	X	X	X

*Rising P4 – At the end of P3 year in preparation for P4 rotations.

Basic Life Support (BLS) Certification: Since students must be BLS certified every two years, reentering students must recertify with the American Heart Association independently and at their own expense no sooner than July of the returning year. **Pharmacy:** This applies to students returning to the P2 and P4 curriculum. Returning P1 and P3 students will receive scheduled training with their class. A copy of the recertification must be uploaded into myCB. For more information contact Monica Lenox 330.325.6888/mtenox@neomed.edu or the Akron American Heart Association at 330.668.2780.

Pharmacy Experiential Education: Any IPPE student returning to the curriculum, either fall or spring, will be expected to participate in the scheduled experiential rotations for that time frame. The student should notify the experiential office of their anticipated return, so they are included in the scheduling activities. Rotations will be assigned to any student that does not participate in the scheduling process. APPE students will be scheduled on a case by case basis. Please contact the Director of Experiential Education, Dr. Lukas Everly at leverly@neomed.edu or 330.325.6387.

Pharmacy Intern License: A student's Ohio pharmacy intern license is valid during a LOA but must be renewed before September 15 each year until obtaining a permanent license. If a student does not have a valid intern license upon returning to the curriculum, he/she will not be permitted to participate in the experiential program which would result in a course failure. Please contact the Professor Everly, Director of Experiential Education at leverly@neomed.edu or 330.325.6387 with any questions. Please contact the State of Ohio Board of Pharmacy with questions regarding an intern license at <https://pharmacy.ohio.gov/Licensing/Intern.aspx>.

College of Medicine – LOA Information

Leave of Absence Situations:

Situation	Requirements
Returning to/Repeat M1	Repeat M1 requirements and any new additional requirements for the new M1 cohort
Returning to/Repeat M2	Repeat M1 requirements and any new additional requirements for the new M2 cohort
Returning to/Repeat M3	Repeat M3 requirements and any new additional requirements for the new M3 cohort
Returning to/Repeat M4	Repeat M3 requirements and any new additional requirements for the new M4 cohort

College of Medicine Credentialing Requirements:

Requirement	M1	M2	M3	M4
<i>Screening</i>				
Criminal Background Check	X		X	
Toxicology Screen	X		X	
TB	X	X	X	X
<i>Training (current through graduation)</i>				
Basic Life Support (AHA)	X		X	
Advanced Cardiac Life Support (AHA)			X	
HIPAA	X	X	X	X
OSHA/Biosafety	X	X	X	X
Human Subjects in Research	X		X	
Responsible Conduct of Research	X		X	
<i>Immunizations</i>				
Influenza	X	X	X	X

BLS/ACLS – College of Medicine (COM): Basic Life Support (BLS) for M1 through M4 students and Advanced Cardiac Life Support (ACLS) for M3 students are required certifications, which must be through the American Heart Association, that are valid for two years each. Dependent on the length of time out of the curriculum and the point of re-entry, students may be required to repeat a certification prior to the elapsed time to remain on track with their cohort. The recertification(s) may be at the student's expense if the recertification is not part of the credentialing requirement for their re-entry cohort. For additional information, contact the College of Medicine, Assistant Dean of Curriculum and Quality Measures.

Clinical Skills Assessment (CSAs): Medicine students returning to the curriculum from a leave of absence lasting six months or longer will need to take a clinical skills assessment for formative feedback prior to re-entering the curriculum as outlined below. This feedback will provide important information regarding skills on which the student needs to focus in order to be successful upon reentry. Feedback

will be shared for their educational benefit with the appropriate course director(s) in the year the student is re-entering. **Effective July 1, 2020, the CSA expectations will be as follows:**

- Students returning to the M2 curriculum from a LOA will be required to take CSA I for formative feedback.
- All students returning to the M3 curriculum from a LOA will be required to take CSA II for formative feedback.
- All students returning to M4 curriculum from a LOA will be required to take the final CSA III for formative feedback, regardless of whether they have taken and passed Step 2CS.

Students will be informed of the CSA requirements via their CAPP results letter before they go on leave. For additional information, contact the College of Medicine, Assistant Dean of Student Affairs.

Clinical Sites – College of Medicine (COM): Students who are re-entering the curriculum may not repeat courses/rotations at a site at which they previously rotated. Clinical site assignments will be determined in collaboration with returning students on an individual basis. For additional information, contact the College of Medicine, Assistant Dean of Curriculum and Quality Measures.