

LOA /Abbreviated Academic Curriculum Checklist

- **Medical Insurance:**
You are covered by your medical insurance through the semester for which you are registered, after which a conversion will have to be initiated by calling CareFirst at 1-800-458-1981.
- **Malpractice Insurance:**
You are covered by malpractice insurance through the semester for which you are registered. Students on LOA status are not covered by malpractice insurance.
- **Student Accounts & Financial Aid:**
It is the responsibility of the student to contact both Student Accounts (Linda Ferriera or Sharon Underwood 410-706-2930) and the Office of Financial Aid (Patricia Scott 410-706-7347) to clear up any balances, and to find out how this LOA will affect your financial aid award(s).
- **Schedule:**
 - For years 1 and 2, notify all course directors of your dates of departure and return. Don't forget ICM or any other electives such as CAPP.
 - For years 3 and 4, complete add/drop forms with signatures from course directors for any remaining rotations on your schedule. Additionally, please contact this office (OSA) eight (8) weeks before your return to work on a new clinical schedule.
 - Meet with Sonia Beasley in OSA to confirm your registration plans so that she can make sure it is correctly entered into the system.
- **List Serve:**
Contact Tracy Ijams (410-706-7227 or tijams@umaryland.edu) to be placed on the appropriate list serve.
- **Contact Information:** Below please write the address and email address the school should use to contact you while on LOA.

Address: _____ Email: _____

I have read the above and understand that it is my responsibility to address these issues prior to my leaving. Further, I understand that I should reassess the implications of all of these issues should I change my return plans.

Student Signature

Date

Student Name (Please Print)

For Internal Use Only

Received request for LOA _____

Received LOA Permission Letter _____

cc: Student
Student File