

## LEAVE OF ABSENCE CHECKLIST

In preparation for a leave of absence from the College of Medicine (COM) as a medical student, please consider the following.

1. Do you have health insurance through UF? (Reminder: health insurance is strongly encouraged by the Student Health Care Center (SHCC), and mandatory for each registered year at the COM.)
  - a. Yes – You may lose your insurance unless you take 5 credits or more each semester. (Contact UF COM registrar or Office of Student Affairs to discuss options.)
  - b. No – Make sure to continue with payments to ensure health insurance during your leave.
  - c. No – You may not have access to the SHCC and/or Counseling and Wellness Center if not enrolled in 5 or more credits.
2. Do you have Federal Direct Loans, Institutional Aid or Third Party Awards, and completing a leave for greater than 6 months?
  - a. Yes – Contact UF COM Financial Aid Coordinator to discuss financial aid implications, which may include entering repayment of federal loans.
  - b. No – No further action needed.
3. Will you be unenrolled from UF for 3 or more consecutive semesters?
  - a. Yes – You will need to “re-apply” to UF in order to be registered for classes in the future. Speak with the UF COM registrar regarding re-enrollment process. (Note: please be aware that you may be required to resubmit paperwork to prove residency in Florida.)
  - b. No – I’m completing another degree at UF, and will be enrolled as a MBA, MPH, PhD student. See #5 below.
  - c. No – I will not be on a LOA for 3 or more consecutive semesters. No further action needed.
4. Do you have an academic plan for your leave?
  - a. Yes – I’m completing another program. See #5 below.
  - b. Yes – I’m completing research. No further action needed.
  - c. No –
    - i. Contact Associate/Assistant Dean for Student Affairs
    - ii. Contact UF COM Learning Specialist to create a study plan
    - iii. Consider volunteering or working in a research or clinical environment during leave, such as Equal Access, Standardized Patient in the LAC, medical transcriptionist.
    - iv. Note: registering for courses after the start of a term, may incur a late fee.
5. Are you considering an Educational Leave of Absence (LOA) to complete another UF program?
  - a. Yes – If you receive financial aid, contact the UF COM Financial Aid Coordinator, as there will be changes to your budget or cost of attendance and federal aid eligibility based on your new program. During your Educational LOA, you will have another Financial Aid Coordinator who will be your point of contact.
  - b. No – No further action needed.
6. Other considerations:
  - a. Neuropsychological evaluation:
    - i. Scheduling may be 6-8 weeks out.
    - ii. Contact Associate/Assistant Dean for Student Affairs, Office for Health Care Excellence, Community & Belonging, or Program Director for Counseling for scheduling assistance.
  - b. Medical Drop/Withdrawal - <https://care.dso.ufl.edu/submit-medical-petition/>
    - i. Note: at least one piece of petition paperwork must be submitted within 6 months from the last day of classes in the semester for which you are petitioning.
    - ii. Drop: one or more, but NOT ALL, courses of current or prior semester.

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- iii. Withdrawal: All courses of current or prior semester.
  - c. Fitness for Duty (FFD) evaluation: schedule appointment at least 3 months in advance of return.
  - d. Financial difficulties contact one of the following:
    - i. Associate Dean for Medical Education
    - ii. Associate Dean for Student Affairs
    - iii. Associate Dean for Office for Health Care Excellence, Community & Belonging
  - e. All students are required to pay a minimum of 8 blocks/semesters prior to graduating with the MD degree.
  - f. To align with Graduate Program, degrees should be completed within 7 years, and students with multiple years away from the curriculum (e.g., completing research or alternate degree, multiple LOAs), may require re-entry plans approved by the Associate Deans for Medical Education and Student Affairs, which may include one or more of the following:
    - i. Comprehensive Basic Science Exam (CBSE)
    - ii. Clinical Skills Assessment
    - iii. Fulfillment of Independent Learning Plan (ILP).
7. Retaining a Gator1 card provides access to:
  - a. All university recreation facilities (e.g., SW Recreation Center, Lake Wauburg, O'Connell Center swimming pools) and intramural sports activities
  - b. Ticket purchases for university athletic or extracurricular events (e.g., Center for Performing Arts student discount)
  - c. UF Libraries (Note: required registration for at least 1 course per term to use)
  - d. Free RTS bus service.

The following people and offices may be a resource as you consider your next steps:

- Dr. Dede ([beverly@UFL.EDU](mailto:beverly@UFL.EDU)) – counseling and development
- Ms. Chichester ([denisef@UFL.EDU](mailto:denisef@UFL.EDU)) – UF COM registrar
- Dr. Collins ([swgator@ufl.edu](mailto:swgator@ufl.edu)) – Sr. Associate Dean of Undergraduate Medical Education
- Mr. Gorske ([jgorske@ufl.edu](mailto:jgorske@ufl.edu)) – time management, study skills, and tutoring
- Dr. Harrell ([harrellh@ufl.edu](mailto:harrellh@ufl.edu)) – medical education
- Dr. Madani ([madanis@ufl.edu](mailto:madanis@ufl.edu)) – student affairs
- Ms. Morales ([sfa-med@mail.ufl.edu](mailto:sfa-med@mail.ufl.edu)) – financial matters
- Dr. Parker ([parkerd@UFL.EDU](mailto:parkerd@UFL.EDU)) – health care excellence, community, and belonging
- Dr. Velazquez ([mhvelazquez@ufl.edu](mailto:mhvelazquez@ufl.edu)) – Standardized Patient Application
- UF Counseling and Wellness Center (<https://counseling.ufl.edu/>) – counseling and psycho-educational testing
- UF Disability Resource Center (<https://drc.dso.ufl.edu/>) – learning strategies and accommodations
- U Matter We Care ([umatter@ufl.edu](mailto:umatter@ufl.edu)) – 352-294-2273 (294-CARE)