

NEOMED Leave of Absence (LOA) Checklist 2026-2027

NEOMED students who formally step out of the curriculum should carefully review the following Leave of Absence (LOA) information to ensure a smooth transition out of, and back into, their program of study. Questions may be directed to the number/contact person provided or to the Office of Student Services at 330.325.6735 or studentservices@neomed.edu.

Access to Campus:

Under most circumstances, a student's access to campus is not restricted while on a LOA. Should this access be impacted, the student will be notified. Questions regarding access to campus should be addressed to Kali Williams, Director of Public Safety/Chief of Police at 330.325.6492 or kwilliams2@neomed.edu.

Accessibility Services:

Students seeking disability-related accommodations should submit a completed [Accommodations Request: Student Intake Form](#), along with updated disability documentation from a qualified provider. A link to the provider documentation form can be found at the bottom of the intake form and should describe the diagnosis, functional limitations, and any recommended accommodations. Students are asked to participate in an interactive process with Accessibility Services to determine reasonable accommodations.

Students returning from LOA are required to renew their accommodations and submit updated provider documentation before accommodations can be reviewed and implemented upon their return. Accommodation requests must be submitted annually and should be initiated at least thirty (30) days prior to the start of the academic year or clinical rotation to ensure timely review and implementation.

Questions regarding student accessibility services should be addressed to accommodations@neomed.edu or 330.325.6622.

Basic Life Support (BLS) Certification:

Students must be BLS certified every two years, therefore, reentering students must recertify with the American Heart Association independently, and at their own expense, no sooner than July of the returning year. If a student steps out and their 2-year certification lapses before the start of their first or third year, they may recertify with their classmates once they return to the curriculum. However, for those returning to the second or fourth year curriculum, students are responsible for completing the two (2) year AHA BLS training independently and uploading the BLS card into their myCB account. For more information, contact Paula Adams, Assistant Director of Credentialing at 330.325.6888 or credentialing@neomed.edu. To locate a training, contact the Akron American Heart Association at 330.668.2780.

Contact Information:

To continue receiving important mailings from NEOMED, students should update their contact information (phone, address, etc.) in Banner Self Service during your leave of absence (LOA).

Email Access:

When a student goes on LOA, their neomed.edu email remains active, however they are removed from their class email alias list (e.g. COM Class of 2025, COP Class of 2025, etc.) until their return is approved. Questions regarding email access should be addressed to the Help Desk or 330.325.6911 or help@neomed.edu.

CANVAS LMS Access:

During LOA, a student will continue to have access to courses for which they were registered. Specific instructors may remove a student on LOA from an individual course, . Material uploaded AFTER the student begins the leave will not be available in Canvas to a student on a LOA. 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, students should visit Information Technology to get a 1-2-year license extension. Student's usernames and passwords should match the active directory—if not select forgot password and reset. For clicker questions, please contact Jonathan Wagner at 330.325.6243 or jwagner@neomed.edu.

Counseling Services:

Students on LOA are **not** eligible to receive ongoing free counseling services during their scheduled leave. However, within seven (7) days of the date of the letter approving LOA, a student may receive one (1) counseling session to prepare for this transition of care and/or to discuss outside provider options.

Additionally, students who have been dismissed from the University may receive one (1) free counseling session to assist with support and identify external resources. The session must occur within seven (7) days of the date of the final written CAPP decision/separation letter.

Credentialing Requirements:

Students who are on LOA and plan to return to the curriculum 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. Students should refer to the NEOMED Compass at [Northeast Ohio Medical University Catalog](#) for the general list of requirements. Questions regarding training credentials should be addressed to immunizations@neomed.edu or 330.325.6888.

Financial Aid Recipients: Students seeking federal student loans or NEOMED institutional aid must complete financial aid application materials each year. Students should consult [Financial Aid & Scholarships | NEOMED](#) for information about financial aid. For questions, students should contact a member of the Financial Aid Team at 330.325.6275 or finaid@neomed.edu.

ID Badge:

Students should retain their NEOMED ID while on a LOA as (in most cases) it still provides access to campus. There is a cost of \$15 for a replacement ID. If lost, students must pay the replacement fee in Accounting (G-218) and then take the receipt to Security before a replacement ID badge is created. Questions regarding a NEOMED ID should be addressed to Kali Williams, Director of Public Safety/Chief of Police, at 330.325.6492 or kwilliams2@neomed.edu.

Immunizations:

Students who are returning to the curriculum from an 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 an 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. Please note, the email a student receives from the Credentialing office will be specific to that individual's needs. If a student does not receive this email once approved to return, the student should send an email to immunizations@neomed.edu for guidance on requirements. It is important that students monitor their NEOMED 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.

Insurance:**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 NEOMED's malpractice coverage. Questions regarding malpractice insurance should be directed to healthinsurance@neomed.edu.

Medical Insurance

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

- Students who begin LOA, whether involuntarily or voluntarily, **after** the first 31 days of the policy's effective date of coverage, 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.
- Any student who begins LOA, whether involuntarily or voluntarily, **during** the first 31 days of the policy's effective date of coverage will not remain covered under the insurance plan. In this case, a full refund of the premium will be made, minus the cost of any claim benefits paid by the Certificate.

Dental, Vision, Life & Disability

These coverages are voluntary and are subject to an agreement between a student and the individual insurance carrier. Potential refunds will be determined by the carrier as NEOMED does not administer these plans. Questions regarding medical insurance should be addressed to healthinsurance@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 due to academic reasons. Creating a study plan and/or goals for this time out of the curriculum can be very helpful toward ensuring a smooth transition upon return. Students are also strongly encouraged to meet with a Learning Center advisor (ideally, within 30 days of re-entering the curriculum) for an initial advising meeting and overview of support resources. Students may contact the Learning Center at 330.325.6715 or learningcenter@neomed.edu.

Library:

All library materials must be returned prior to the start of the leave; otherwise, overdue and/or replacement fines will accrue. Students may contact the NEOMED Library at 330.325.6600 or library@neomed.edu.

Locker Keys:

If a student was assigned a locker key, they are required to return the key before their last day on campus. A \$50.00 fine charged to the student's account if the key is lost or not returned by the appropriate date. Questions regarding locker keys should be addressed to the Office Student Services at 330.325.6735 or studentservices@neomed.edu.

Outstanding Student Account:

Once the Office of the Bursar is notified that a student is going on LOA, staff will reach out to the student regarding any balance due and any exit counseling related to campus-based aid. Questions regarding student accounts should be addressed to Dixie Weisgarber, Senior Accountant, Bursar Services at 330.325.6367 or bursar@neomed.edu.

Parking Permit:

If a student has registered their vehicle information with the University, and has a valid parking permit, no action needs to be taken regarding their parking permit while on LOA. Questions regarding a parking permit should be addressed to Kali Williams, Director of Public Safety/Chief of Police, at 330.325.6492 or kwilliams2@neomed.edu.

Sequoia Membership:

Students returning from a LOA are required to reactivate their Sequoia Membership. Questions regarding a Sequoia membership should be directed to 330.325.6103.

The Village at NEOMED:

If a student lives at The Village at NEOMED and goes on LOA, whether involuntarily or voluntarily, they may continue to live at The Village as long as the LOA is not expected to last longer than six (6) months. If the LOA is expected to be greater than six (6) months duration, the leasing manager will be notified by the CAPP administrator. A meeting with the student will be scheduled to discuss options related to lease termination, move out date, etc. Questions regarding The Village at NEOMED should be addressed to Kristen Mathies 330.422.4200 ext. 101.

White Coat Ceremony:

Returning students who are required to repeat their first year have the option to participate in their college's White Coat Ceremony. NEOMED encourages all students to participate but respectfully understands if they choose to decline attendance at the ceremony as attendance is not mandatory for returning students. If a returning student chooses to participate in the ceremony, they should deliver their white coat to the Office of Student Services, room R-132, cleaned and pressed one (1) week before the ceremony so the office staff can prepare for the event. Additionally, students should email studentservices@neomed.edu regarding their decision about participating in their respective White Coat Ceremony. Questions should be addressed to studentservices@neomed.edu.

College-Specific Information:

Each NEOMED college/program may have additional requirements for students returning from an LOA. Students should connect with their college designee to ensure they are compliant with these expectations.

Student Events and Organizations:

Students on LOA may not participate in or request student funding, attend student organization events (unless these are open to the public), reserve campus spaces, and/or create events in Campus Groups. Questions should be addressed to studentservices@neomed.edu.