

Leave of Absence (LOA) Checklist



WAYNE STATE
School of Medicine
Enrollment Management

START →

Review the Leave Of Absence (LOA) policy in the [Official M.D. Handbook and Policies](#)



Considering taking a LOA? Set up a meeting with your assigned class counselor at stars.wayne.edu. A meeting with the Associate Dean of Student Affairs where final approval is granted, may be needed. ↓

Submit a LOA request (PLOA, FLOA, MLOA, ELOA) or Intake (ALOA) Form: <https://forms.wayne.edu/61b0faf15de44/> ↓

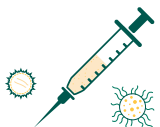


Set up a meeting with a Financial Aid Officer to understand the financial implications of taking a Leave of Absence. finaidmed@wayne.edu ↓

Set up a meeting with Enrollment Management to discuss LOA enrollment implications. To set up a meeting email Jon Krause (ht0314@wayne.edu) ↓



If you have health insurance through the SoM and you wish to maintain that coverage while on LOA, you must contact Shanae Pruitt (smpruitt@wayne.edu) in Enrollment Management to determine the status of your health insurance during your leave. If applicable, you are also advised to receive counsel regarding your eligibility to receive long term disability benefits. ↓



You are expected to remain in professional compliance with timely documentation of all required vaccinations including annual Flu and any recommended COVID-19 boosters prior to your return. ↓



Check your student account for holds. Go to “Prepare for Registration” Select a future term and view if you have any holds. To determine who to contact to remove holds please visit this website. ↓



You will be added to a LOA Canvas course. In this course, you can explore research opportunities, mental health support, study materials, and more.

If you have questions for Student Affairs, please call 313-577-1463.
If you have any Leave of Absence questions, please contact medenrollment@wayne.edu.