
MEDICAL LEAVE PACKET

[INSTRUCTIONS]

1) NOTIFICATION OF DEPARTURE FROM CAMPUS FORM

Complete the top portion.

Circle one or two semesters.

Sign your name on the student line.

Unless this is an emergency, or you are living outside of the Oberlin area, please collect the following signatures:

- Your Academic Advisor
- Student Accounts Office (Carnegie 122)
- Financial Aid, if you are currently receiving financial aid (Carnegie 123)
- Interviewer (your Class Dean or the Coordinator of Leaves and Withdrawals, Peters 127)
- Associate Dean Grim, for international students (Peters 205)
- Conservatory Associate Dean (for Conservatory or double-degree students) (Bibbins 123)

2) MEDICAL LEAVE OF ABSENCE AGREEMENT

Read the Medical Leave Agreement carefully, provide the information requested, and sign the agreement. The copy of this form you receive by mail will serve as written confirmation of your leave.

3) LETTER FROM YOUR HEALTHCARE PROFESSIONAL

In order for your leave to be granted, a healthcare professional must send a letter verifying the need for a medical leave. This letter can come from the College Counseling Center or the treating physician or therapist. Please note: If you have left campus, please make arrangements for your application and the letter from your healthcare provider to arrive within two weeks, or you may be withdrawn.

The three documents listed above must be completed and returned to the Office of the Dean of Studies, Peters 205, before your medical leave can be reviewed.

ALSO INCLUDED IN THIS PACKET:

- Guidelines for Returning from a Medical Leave of Absence (“MLOA”)
- Medical Leave of Absence Application for Returning to Oberlin College
- Medical and Psychological Diagnosis Forms, to be submitted when you apply to return to the College
- Financial Aid Implications

TO APPLY TO RETURN FROM MEDICAL LEAVE, YOU MUST COMPLETE AND SUBMIT:

- The Medical Leave of Absence Application for Return to Oberlin College
- Letter of application to return (please see pp. 5 & 8 of this packet)

YOUR HEALTHCARE PROFESSIONAL MUST COMPLETE AND SUBMIT:

- The appropriate Psychological or Medical Diagnosis Form (pp. 9 and 10, respectively)

Please address all questions and documents to:

Leaves Coordinator – MLOA
Office of the Dean of Studies
50 North Professor St., Peters 205
Oberlin College
Oberlin, OH 44074-1091

Phone: 440/775-8540
440/775-6499
Fax: 440/775-6369

NOTIFICATION OF DEPARTURE FROM CAMPUS (MEDICAL LEAVE)

(PLEASE PRINT)

LAST NAME	FIRST NAME	T#	OCMR#
CLASS (PLEASE CIRCLE) FR SO JR SR FIFTH YEAR GRAD		DIVISION CON A&S DD	
HOME STREET ADDRESS		CITY, STATE, ZIP	
SS#	HOME #	CELL #	
STREET ADDRESS FOR LEAVE (IF DIFFERENT)		USABLE DATES	CITY, STATE, ZIP
MAJOR		ADVISOR	
DURATION OF REQUEST		1 SEMESTER 2 SEMESTERS	
WILL YOU DO A WINTER TERM PROJECT DURING THE CURRENT ACADEMIC YEAR?		YES	NO
IF YES, WILL YOU LIVE IN A RESIDENCE HALL DURING WINTER TERM?		YES	NO
WILL YOU TAKE CLASSES WHILE ON LEAVE?		YES	NO

Approval Signatures

Date

STUDENT

ADVISOR

STUDENT ACCOUNTS HOLD CLEAR

FINANCIAL AID HOLD CLEAR

INTERVIEWER/CLASS DEAN

DEAN GRIM
(FOR INTERNATIONAL STUDENTS)

ASSOCIATE DEAN, CONSERVATORY
(FOR CONSERVATORY AND DOUBLE-DEGREE STUDENTS)

OFFICE USE ONLY

LAST DAY OF ENROLLMENT

EFFECTIVE DATE

REGISTRAR STATUS Z A B C D

STUDENT SCHEDULED TO RETURN

FALL _____

WT _____

SPRING _____

LEAVES AND WITHDRAWALS COORDINATOR

DATE

- CC: ADVISOR CLASS DEAN CONSERVATORY DEAN OF STUDENTS FINANCIAL AID REGISTRAR
 RES ED & DINING STUDENT ACADEMIC SERVICES STUDENT ACCOUNTS

MEDICAL LEAVE OF ABSENCE QUESTIONNAIRE

We encourage you to write a brief statement that explains why you are seeking a medical leave, to help us understand your reasons for leaving, and to provide other information you would like us to know. Please do not feel pressured to write anything you prefer to keep private. Your response will be kept confidential and will not be part of your permanent record.

1. What are your reasons for taking a medical leave?

2. What are your plans for your time away?

MEDICAL LEAVE AGREEMENT

- I. Terms and Restrictions of a Medical Leave of Absence
- A. **SUBMISSION OF APPLICATION.** Your application represents your expressed intent to go on medical leave for the current semester and, when applicable, the subsequent semester. Upon receipt of your application, the Office of the Dean of Studies will contact the Registrar to inform them of your plans to go on medical leave. The Registrar will then either cancel your upcoming registration appointment, or remove you from registered courses for either the current semester, the subsequent semester, or both. See p. 7 for details about registering once you have been cleared to return to campus. Once your application is complete (application + letter from your healthcare professional), the Office of the Dean of Studies will contact the list of offices at the bottom of p. 2 of this application.
- B. **MEDICAL LEAVES.** Students may apply for a medical leave of absence from the College when such a leave is necessitated by the student's medical or psychological condition. Ordinarily, such a leave is taken for one or two semesters. In order to be eligible for a medical leave, the student must submit a medical leave application and provide documentation from his or her treating healthcare professional, stating the reason for the leave and the expected duration of the leave. A maximum of four semesters of leave during a student's time at the College is allowed.
- C. **RESIDENCE DURING MEDICAL LEAVE.** We strongly encourage students to ascertain the level of support and healthcare options available when deciding where to live during their medical leave. In nearly all cases, students find that residence with (or nearby) family members is necessary for their treatment and recovery.
- D. **COMPLETION OF COURSEWORK.** If a medical leave is taken before the end of the 10th week of classes, the student will be withdrawn from all courses and W's will be recorded on his or her transcript. Students who submit applications for medical leaves effective for the current semester from the first day of the eleventh week to the last day of classes have two options. First, if the student wishes to complete coursework, s/he can apply for Incomplete grades. (Please see "Grading" in the Course Catalog.) In this case, the student will receive grades for all courses. The medical leave will take effect at the end of the current semester, and the student will be on leave for the subsequent semester. Second, if the student elects not to complete coursework, s/he will be withdrawn from all courses and Ws will be recorded on their transcript. The medical leave will take effect immediately, and the student will be on leave for the subsequent semester. Records for students taking a medical leave after the tenth week may be reviewed by the appropriate Academic Standing Committee and may be subject to academic standing action.
- E. **REFUNDS.** Students who take a medical leave before the end of the 10th week of classes should review the "Expenses" section in the Course Catalog for information about refund of tuition and fees. Students who are granted medical leaves after the tenth week of classes are not eligible for a refund.
- F. **TRANSFER OF CREDIT.** A maximum of six credit hours per semester or four credit hours per quarter or trimester of leave may be transferred to Oberlin for coursework taken at other institutions during a medical leave. A transfer fee will be assessed before the credit appears on your transcript. Please note that all credits you intend to transfer from abroad, or from an unaccredited institution, require the signature of the appropriate department chair or program director. Non-major credit from an accredited institution in the United States does not require a signature, but should be listed on the form. Major credit always requires the signature of the department chair.
- G. **INTERNATIONAL STUDENTS.** The leave you intend to take may affect your visa status. Please meet with Dean Grim (Peters 205) to discuss your visa status before you finalize your plans for leaving campus.
- H. **GENERAL.** Students are responsible for checking their OCMail accounts—which will remain active—while they are on medical leave. A student taking a medical leave is also responsible for sending an e-mail to Harold.Stout@oberlin.edu, with his or her name, OCMR#, and new mailing address, in order to make certain his mail is forwarded to his new address. Students should also submit a change of address form to the USPS. A student on medical leave will have a new OCMR# assigned upon return to the College.

(continued on next page)

MEDICAL LEAVE AGREEMENT (CONT'D)

- II. Returning From a Medical Leave, or Extending a Medical Leave
- A. **DEADLINES.** When a student on medical leave is able to return and live independently at the College, s/he must submit an application and supporting materials.
1. Deadline for receipt of application and supporting documentation to return for enrollment for:
 - (1) the fall semester is July 1.
 - (2) the spring semester is January 2.
 2. As noted on page 6 of this application, students may improve their dining and registration options if they submit their application prior to these deadlines.
 3. Early submission of application to return
 - (1) Please understand that we encourage you to submit the strongest application to return, rather than let registration or housing options dictate your submission of an application prematurely.
- B. **THE APPLICATION TO RETURN.** Your application must include the following items:
1. A letter in which the student reviews and addresses his or her role in the conditions or circumstances that led up to the medical leave; takes personal responsibility to try to prevent those events and conditions from reoccurring; outlines the activities and pursuits engaged in during the leave; and, most importantly, describes the progress in recovery that indicates that the student is ready to return to living independently at Oberlin. The student should also outline the network of support that s/he will employ upon his/her return to the College.
 2. A completed Medical Leave of Absence Application to Return to Oberlin (p. 8); and
 3. Documentation from the student's treating healthcare professional confirming that s/he is able to return and perform the essential activities expected of Oberlin students, with or without reasonable accommodation.
 4. Please see p. 7 for more details about the application to return from medical leave.
- C. **RESIDENTIAL EDUCATION.** For a student expected to apply to return from medical leave for the spring semester or fall semester, the Office of Residential Education will contact him via OCmail with information about housing and dining in mid-October or mid-February, respectively. A student on medical leave should sign up promptly, with the understanding that her housing and dining assignment is provisional, and will only be confirmed if the student is cleared to return from medical leave.
- D. **ADDITIONAL MATERIALS.** If there are additional materials that a student thinks would be helpful in considering his or her application to return, those materials should be submitted as well.
- E. **CLEARANCE.** If a student's application to return from medical leave is approved, the student still needs to be cleared, before registering for classes, by the following offices: Student Accounts, the Dean of Students, the Dean of Studies, and the Controller's Office.
- F. **EXTENSION.** A student on an approved medical leave may request that the leave be extended by submitting a written request to the Office of the Dean of Studies, along with documentation from the student's treating healthcare professional affirming the need for an extension of the leave and the expected duration of the extension.
- G. **WITHDRAWAL.** If a student is cleared from medical leave and, subsequently, either fails to register and enroll as instructed, or does not request an extension or additional leave, the student will be withdrawn from the College, effective the last day of approved leave. If this occurs, the College will provide notification to the student of the change in status and the procedure for seeking readmission.

 Student's Signature

Date

 Randal Doane, Assistant Dean of Studies

Date

 Katya Grim, Associate Dean of Studies (for international students)

Date

GUIDELINES FOR RETURNING FROM A MEDICAL LEAVE

Students on medical leave of absence must follow the procedure for application to return outlined in the Medical Leave Agreement. Please address all questions to the Office of the Dean of Studies.

If a student on a medical leave does not return, request an extension, or request voluntary withdrawal before the enrollment period, the student will be withdrawn by the Registrar's Office.

If a student on a medical leave is withdrawn or requests a voluntary withdrawal, the student may apply to return but must follow the procedure for returning from a medical leave outlined in the medical leave agreement.

Students who are on a medical leave must complete an application for return (p. 8).

FILING DEADLINES: Students are encouraged to file an application to return as soon as they know when they wish to return, in accordance with the recommendation of a healthcare professional.

Conservatory and double-degree students away for two or more consecutive semesters may be required to re-audition before their return is approved.

APPLICATION DEADLINE TO RETURN FOR FALL SEMESTER	APPLICATION DEADLINE TO RETURN FOR SPRING SEMESTER	DEADLINE
March 1	October 1	Maximum options for housing/dining and registration.
April 1	November 1	In most cases students will be able to register at the same time as continuing students.
June 1	November 1	Submission of financial aid application (see p. 11, #6 below for more details)
July 1	January 2	All materials must arrive by these dates. Students who have been withdrawn for failure to enroll subsequent to a medical leave should submit a reinstatement form to the Registrar by these same dates. If you are uncertain of your status, contact the Registrar.

ALL OUTSTANDING BILLS MUST BE PAID PRIOR TO RETURNING TO CAMPUS.

Housing and dining forms and registration materials will not be sent before a student has been approved to return. Without exception, students must have their materials arrive by the July and January deadlines, respectively, to be approved for return for the subsequent semester.

QUESTIONS MAY BE ADDRESSED TO THE OFFICES OF:

The Dean of Studies	(440) 775-8540
The Registrar	(440) 775-8450
Financial Aid	(440) 775-8142
Student Accounts	(440) 775-8457
Residential Education	(440) 775-8472
The Conservatory Associate Dean	(440) 775-8293

GUIDELINES FOR RETURNING FROM A MEDICAL LEAVE (CONT'D)

- I. The College has the following expectations of students returning from a medical leave of absence:
 - A. The student will be able to pursue individual academic and social goals without detracting from the welfare of other students. The College will provide reasonable accommodations as necessary to help students achieve these goals.
- II. The factors outlined on p. 5 will be evaluated by the Return from Medical Leave Committee when a student's application to return is submitted.
 - A. The decision regarding a student's application to return rests solely with the Committee, which has the discretion to consult with other offices/administrators as appropriate. The Committee includes representatives from the Office of Residential Education, the Office of the Dean of Students, the Student Health Center, and the Office of the Dean of Studies.
 - B. If committee members have questions about a student's application, the Coordinator of Leaves and Withdrawals will contact the student, the student's healthcare provider, or both, to solicit more information.
 - C. The decision by the committee about a student's application is final. If the committee decides not to approve a student's application to return, the student's leave will be extended, and the student will be eligible to apply to return for the subsequent semester.
- III. In determining whether a student is fit to resume the duties outlined above, the committee will consider a number of factors, including:
 - A. the conditions that led the student to take a medical leave;
 - B. information provided by the student and the student's healthcare professional, and any other documentation submitted in support of the student's application;
 - C. the appropriateness of the student's academic and social plan in consultation with the Dean involved in the decision regarding the student's return to the College; and
 - D. the student's plan for engaging a network of support upon return to the College, and the College's ability to provide appropriate support.
- IV. Behavior Contract
 - A. If the circumstances preceding a leave suggest to the College that such a step is necessary, a student may be required to sign a behavior contract prior to being accepted for return, in which the student will acknowledge that certain behavior is prohibited and can lead to involuntary suspension if it should occur.
- V. Final Clearance
 - A. The Office of the Dean of Studies will issue final clearance to the Registrar for the reinstatement of a student, only after the Return from Medical Leave Committee has decided to approve a student's application to return.
 - B. Please note that this procedure involves a number of individuals and offices and that it may require several weeks to review a student's application to return from medical leave.
 - C. If a student has not applied to return from medical leave as scheduled, s/he is subject to withdrawal for failure to enroll. If you have been withdrawn, you must submit a reinstatement form, which is available at <http://www.oberlin.edu/regist/Readmission.html>. The deadlines to apply for reinstatement are the same as return from medical leave: July 1 for the fall semester and January 2 for the spring semester. Students must be cleared for readmission/reinstatement by August 15, for the fall semester, or January 15, for spring semester. No exceptions will be made.
 - D. If you are uncertain of your status with the College, please contact the Registrar at (440) 775-8450.

PSYCHOLOGICAL DIAGNOSIS FORM

Return from Medical Leave Review Committee, 205 Peters Hall, 50 North Professor Street, Oberlin OH 44074

In order for your application to be approved, your healthcare provider must remit this form, or a letter that includes the information requested, to the address above. Based on the information in this form and other appropriate documentation, the Return from Medical Leave Review Committee will decided whether to approve your application to return.

If your doctor would like to speak to the Director of the Counseling Center, the number is (440) 775-8470.

Patient Name:	Address:
Telephone:	

Diagnosis:

Dates seen:

Psychological tests, assessment results:

Course of treatment:

Present treatment/medications:

Follow-up plans (please include assessment of need for continued psychotherapy):

Prognosis: How did the condition(s) prevent the student from doing academic work at Oberlin College? How has this condition changed so that this situation will not recur?

Signature:	Degree:
Name:	Address:
Telephone:	
Date:	

MEDICAL DIAGNOSIS FORM

Return from Medical Leave Review Committee, 205 Peters Hall, 50 North Professor Street, Oberlin OH 44074

In order for your application to be approved, your healthcare provider must remit this form to our office. The Director of Student Health will review this information before making a recommendation about your return. If your doctor wishes to speak with the Director of Student Health, the number is (440) 775-8180.

Patient Name:	Address:
Telephone:	

Diagnosis:

Dates seen:

Laboratory/Imaging results:

Course of treatment:

Present treatment/medications:

Follow-up plans:

Prognosis: How did the condition(s) prevent the student from doing academic work at Oberlin College? How has this condition changed so that this situation will not recur?

Signature:	Degree:
Name:	Address:
Telephone:	
Date:	

FINANCIAL AID IMPLICATIONS FOR STUDENTS WITHDRAWING OR TAKING A LEAVE OF ABSENCE

Students considering withdrawing or taking a leave of absence from Oberlin need to understand the implications of a leave on the financial aid they receive from Oberlin or another agency. Students considering such an action must visit the Office of Financial Aid before finalizing their plans. Some of the issues include:

1. **Student Accounts:** All students who withdraw or take a medical leave during a semester will be charged tuition, room and board at the rate of 10% of the semester charge for each week or fraction thereof in residence. If the student's bill is adjusted, financial aid may also be pro-rated depending on federal, state, or institutional regulations. All students are responsible for any charges on their student accounts. Contact the Office of Financial Aid or the Office of Student Accounts for more information.
2. **Eligibility:** Students are eligible to apply for eight semesters of financial aid (ten semesters for double-degree students). If any financial aid is paid during a semester of leave, it will count towards a semester of aid eligibility.
3. **Outside Agencies:** Funds from outside agencies will be returned in accordance with the policies of that agency. It is the student's responsibility to contact the outside agency to determine if s/he is eligible to receive the outside funds once they return to Oberlin.
4. **Loans:** Students who have received a Federal Stafford or Federal Perkins Loan should note that the loans go into repayment either six or nine months from the date of withdrawal, depending on the type of loan. If the student re-enrolls as a half-time student or a full-time student, at Oberlin or another approved post-secondary institution before the grace period has expired, the loan will return to a deferred payment status, although not automatically. It is the responsibility of the student to notify the lending agency that they have again assumed student status. Students will only receive one six or nine month grace period.
5. **Aid Transferability:** Students are not eligible for aid from Oberlin while on a medical leave of absence.
6. **Aid Application:** Students who plan to return to Oberlin and wish to be considered for financial aid are responsible for obtaining and completing the necessary forms (available at www.oberlin.edu/financialaid/returning). For students planning on returning for the fall semester, aid applications must be completed before June 1. For students returning for the spring semester, aid application must be completed by November 1.