Overview: Personal Leave is available for students prior to the start of a semester, and is primarily intended for non-academic purposes such as a volunteer work, extended internships, or for other personal and/or financial reasons. Students meet with an Assistant Dean for Student Support in the Academic Advising Resource Center prior to taking leave of absence. A student who is on a medical or personal leave of absence may not take any Oberlin College courses; live in campus housing; participate in ensembles, student organizations, or campus activities (e.g., Secondary or ExCo teaching, ExCo participation, campus employment, etc.); or receive institutional funding for experiences such as internships or research. Requests for exceptions to this policy must be approved by the Conservatory’s Associate Dean for Advising and Retention or the Academic Advising Resource Center in consultation with the Vice President and Dean of Students. An exemption in one area of this policy does not provide an automatic exemption in other areas. For instance, a student on personal leave who receives permission to participate in a campus activity would not automatically have approval to receive funding.

Deadlines: Students should submit this form as soon as a decision is made to take leave for a future semester, and no later than the date for submission as posted detailed on this form. A $300 late fee may be applied for PLOA applications or extensions received after the December 1, 2021 spring leave deadline. Personal Leave cannot be taken after February 17, 2022 for the spring 2022 semester.

Procedures: In order to be approved for personal leave students must read, sign, and submit both pages of this document and follow the steps listed below. International students are advised that taking leave will affect their visa status and should consult with the Director of the International Student Resource Center.

Step 1: Forms and Signatures  Fill out the Notification of Departure form (second page of this document), sign, and email a scan or clear picture to withd@oberlin.edu. The necessary department signatures will be gathered by the AARC after receipt. You are responsible for reviewing the financial implications of taking a leave by discussing your departure with the Office of Financial Aid, your loan provider, if applicable, and the Office of Student Accounts. After submitting your form, click on the following link to schedule a meeting with an AARC Assistant Dean to finalize your leave: self-schedule link.

Step 2: Mail and Communication Send an email to stumail@oberlin.edu with your OCMR# and your date of departure; include a new mailing address. Keep your OCmail account active while on leave and check your inbox regularly. You can change that information through the OberView task: My Self-Service Profile. In advance of the semester you are scheduled to return, the Academic Advising Resource Center/Office of the Registrar will contact you and ask you to submit a form to confirm your plans to re-enroll.

Step 3: Returning to Campus Upon confirmation of your intent to re-enroll, registration information will be sent by email. Residential Education will send an email to your OCmail account regarding housing and dining options.

Policies and Signature of Agreement:

- Requests for leave extensions should be made in writing to withd@oberlin.edu. Include your full name, T#, and anticipated semester of return.
- Students may take up to a total four semesters of leave (i.e. personal leave + medical leave).
- Students on a personal leave from Oberlin will have their enrollment status reported as withdrawn to the National Student Clearinghouse during their period of non-enrollment. The College continues to view you as a student who plans to return. However, federal law requires the College to report the status of any student who is not enrolled as "withdrawn."
- Students who fail to return from leave without making arrangements will be considered permanently withdrawn and will be required to apply for reinstatement should they wish to return to Oberlin in the future.
- Courses taken at other institutions during leave are subject to the college’s transfer of credit policy (limit of two full academic courses per semester, no more than three full courses or the equivalent after matriculation). See Oberlin course catalog for more details.
- In accordance with the residence requirement, students must spend their final semester in residence at Oberlin (see degree requirements in the course catalog).
- Students are permitted to take leave while on academic probation; the probation period will resume upon return to the college. Personal leave will be cancelled for students who are suspended for academic or disciplinary reasons.
- In order to receive credit for a winter term project, students must be enrolled for and complete at least one semester in that academic year. Students on leave must register for winter term by the registration deadline.
- Students on leave who fail to respond to requests from the Registrar regarding registration deadlines will lose preferred housing assignments and will be required to apply for reinstatement.
- Conservatory students may be required to re-audition after two or more semesters of leave.

For more information please email withd@oberlin.edu or contact the Academic Advising Resource Center at (440) 775-8450.

I have read, understand, and agree to the terms in this document.

Student Name (printed): __________________________________________ Student Signature: __________________________________________
T#: ___________________________
# NOTIFICATION OF DEPARTURE FROM CAMPUS - PERSONAL LEAVE

(Please complete electronically or print in blue or black ink)

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<tr>
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1st Semester at Oberlin
Fall 20_____ Spring 20_____

Oberlin Email

Division

- CON
- A&S
- DD

Home Street Address

City, State, Zip

Are you a varsity athlete?

- Yes
- No

Sport

Advisor

Major

Home #

Cell #

Current Status

- Enrolled
- Suspended

Leave (Personal/Medical/Academic)

Indicate all semesters of intended leave

- Fall 2022
- Spring 2022

Do you intend to do a winter term in your assigned semester?

- Yes
- No

If yes, will you live in college owned housing during winter term?

- Yes
- No
- Uncertain

Will you take classes on leave?

- Yes
- No
- Uncertain

In what semester do you intend to return?

- Fall_______
- Spring_______

---

Please sign below in the appropriate spot prior to submitting this form. Date of Signature

(The other signatures will be obtained for you after the form is submitted)

Student

Advisor

Student Accounts

Financial Aid

Director, International Student Resource Center (F1 students only)

Associate Dean, Conservatory (Conservatory and Double-Degree Students)

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Office Use Only

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Registrar Status (Credit)

- Yes
- No

Late Filing Fee

- Yes
- No

Student scheduled to return

Fall___________ Spring______________

AARC Dean

Signature Date