

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 personal leave deadline, which is 4:30 PM on the Friday prior to the last day of classes. Personal Leave cannot be taken after the last business day prior to the start of the 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 lwithdra@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 T# 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 lwithdra@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 may 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 lwithdra@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)

Last Name	First Name	T#
1st Semester at Oberlin Fall 20 _____ Spring 20 _____	Oberlin Email	Division <input type="radio"/> CON <input type="radio"/> A&S <input type="radio"/> DD
Home Street Address		City, State, Zip
Are you a varsity athlete? Yes No	Sport	
Advisor	Major	Home #
		Cell #
Current Status <input type="radio"/> Enrolled <input type="radio"/> Suspended <input type="radio"/> Leave (Personal/Medical/Academic)		
Indicate all semesters of intended leave <input type="radio"/> Fall _____ <input type="radio"/> Spring _____		
Do you intend to complete a winter term?		<input type="radio"/> Yes <input type="radio"/> No
If yes, will you live in college owned housing during winter term?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Uncertain
Will you take classes on leave?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Uncertain
In what semester do you intend to return? Fall _____ Spring _____		

Student Signature	Date
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Office Use Only

Student Accounts	Google Doc
Financial Aid	Google Doc
Director, International Student Resource Center (F1 students only)	Google Doc NA
Associate Dean, Conservatory (Conservatory and Double-Degree Students)	Google Doc NA
Effective Date:	Process Date:
Registrar Status (Credit): Yes No	
Late fee due to filing date: Yes No	
AARC Dean Signature	Date