

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 are highly encouraged to meet with an Assistant Dean for Student Support in the Academic Advising Resource Center prior to taking leave of absence.

Deadlines: Students should submit this form before the **first Friday in December for spring leaves** and before **the first Friday in May for fall leaves**. A \$300 late fee will be applied for PLOA applications received after the deadlines. A \$300 late fee will be applied for PLOA extensions received after the deadlines. Personal Leave cannot be taken after the Friday before 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). If you are on campus, gather signatures noted on the form and schedule a meeting with an AARC Assistant Dean of Student Support. 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. Submit these forms to the Academic Advising Resource Center.

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. The Office of the Registrar will contact you near November 1 or April 1 regarding your return to campus. You are expected to reply within five days to express your intent to return as scheduled or to extend your leave.

Step 3: Returning to Campus Upon confirmation of your intent to return, 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 leaves.withdrawals@oberlin.edu.
- Students may take up to a total four semesters of leave (i.e. personal leave + medical leave).
- Failure to return from leave without making arrangements will lead to withdrawal from the college.
- 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.
- To cancel a fall semester leave, students must communicate their intention by August 1 to the following email address: leaves.withdrawals@oberlin.edu. To cancel a spring semester leave, students must communicate desire to do so by January 2 to the email listed above. Students who cancel leave after these dates are not guaranteed preferences for course selection, housing, dining, or financial aid.
- 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 withdrawn from the college.
- Conservatory students may be required to re-audition after two or more semesters of leave.

For more information please email leaves.withdrawals@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#: _____

I give permission for Oberlin College to notify my parent(s) or guardian(s) that I have submitted an application for leave of absence and will be departing campus _____ (initials).

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_____		OCMR#	Division <input type="radio"/> CON <input type="radio"/> A&S <input type="radio"/> DD
Home Street Address		City, State, Zip	
Street Address for Leave (If Different)	Usable Dates	City, State, Zip	
Major	Advisor	Home #	
		Cell #	
Indicate number of semesters of leave desired 1 semester 2 semester semesters			
For spring leaves, do you expect to get credit for the upcoming winter term?			<input type="checkbox"/> yes <input type="checkbox"/> 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

Please obtain the signatures below prior to submitting this form.

Date of Signature

(contact the office for instructions about signatures if you are not in Oberlin)

Student

Advisor

Student Accounts

hold/clear

Financial Aid

hold/clear

Director, International Student Resource Center
(F1 students only)

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

Office Use Only

Effective Date	Process Date
Registrar Status (Credit) <input type="checkbox"/> Yes <input type="checkbox"/> No	Late Filing Fee <input type="checkbox"/> Yes <input type="checkbox"/> No
Student scheduled to return Fall_____ Winter Term_____ Spring_____	
AARC Dean Signature	Date