MEDICAL LEAVE PACKET

INSTRUCTIONS

During a student’s tenure at Oberlin College, the student may be prompted by physical reasons, mental health reasons, or both, to return home temporarily on a medical leave. A student on medical leave is expected to receive proper treatment, check OCMail regularly, and to meet the appropriate deadlines for applying to return or requesting an extension of the medical leave.

1) NOTIFICATION OF DEPARTURE FROM CAMPUS (P. 2)

Please complete the top portion and sign your name on the student line.

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

• Residential Education, Stevenson Hall, Griswold Commons—775.8472;
• Randal Doane, assistant dean of studies, Peters 127—775.8540 (or your class dean); and, as applicable:
  • Ann Deppman, assistant dean of studies, for international students, Peters 205—775.8540; and
  • the conservatory associate dean, for conservatory or double-degree students (Bibbins 123).

2) MEDICAL LEAVE OF ABSENCE AGREEMENT (PP. 3-4)

Please read the medical leave agreement carefully and sign the agreement in ink.

3) LETTER FROM YOUR HEALTHCARE PROFESSIONAL

In order for your leave to be granted, a healthcare professional must send a letter by fax or US post to indicate his or her support for your request for a leave of absence for medical reasons. This letter can come from the college Counseling Center. Please ensure that this letter arrives within two weeks of your submission of your application, or you will be withdrawn.

4) BRIEF STATEMENT ABOUT YOUR REASON FOR SEEKING A MEDICAL LEAVE (OPTIONAL)

We encourage you to write a one-page statement to explain why you are seeking a medical leave, your plans for your time away, and any other information you would like us to know. Your response is kept confidential and is not part of your permanent record.

The documents listed 1-3 above must be completed and submitted before your medical leave can be reviewed. You are expected to depart from campus within 48 hours of submission of your application. You are responsible for reviewing the financial implications of taking a medical leave with the Office of Financial Aid (440.775.8142), your loan provider, if applicable, and the Office of Student Accounts (440.775.8457).

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

• the cover page (available @ http://tinyurl.com/OC-medical-leave-info); and
• your letter of application to return. Please see the Medical Leave of Absence application and the Medical Leave FAQ, @ http://tinyurl.com/OC-medical-leave-info, as you prepare your letter.

YOUR HEALTHCARE PROFESSIONAL MUST COMPLETE AND SUBMIT:

• the psychological or medical diagnosis form, or both, which are available at http://tinyurl.com/dstudies-forms. Diagnosis forms should be sent directly to Dean Doane.

Please address all questions and documents to:

Randal Doane, Assistant Dean
Office of the Dean of Studies
50 North Professor St., Peters 205
Oberlin College
Oberlin, OH 44074-1091
randal.doane@oberlin.edu

Phone: 440/775-8540
Fax: 440/775-6369
**NOTIFICATION OF DEPARTURE FROM CAMPUS (MEDICAL LEAVE)**

(PLEASE PRINT)

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>T#</th>
<th>OCMR#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST SEMESTER AT OBERLIN</td>
<td>CLASS DEAN</td>
<td>DIVISION</td>
<td>CON A&amp;S DD</td>
</tr>
<tr>
<td>FALL / SPRING _______ YEAR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOME STREET ADDRESS</td>
<td>CITY, STATE, ZIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS FOR LEAVE (IF DIFFERENT)</td>
<td>USABLE DATES</td>
<td>CITY, STATE, ZIP</td>
<td></td>
</tr>
<tr>
<td>MAJOR</td>
<td>ADVISOR</td>
<td>HOME #</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CELL #</td>
</tr>
<tr>
<td>EXPECTED SEMESTER OF RETURN</td>
<td>FALL / SPRING ___________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DO YOU INTEND TO TAKE CLASSES WHILE ON LEAVE?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURES**

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>DATE</th>
</tr>
</thead>
</table>

**RESIDENTIAL EDUCATION**

(IF RESIDING ON-CAMPUS OR IN CO-OP)

<table>
<thead>
<tr>
<th>DEAN DOANE</th>
<th>(OR YOUR CLASS DEAN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEAN DEPPMAN</td>
<td>(FOR INTERNATIONAL STUDENTS)</td>
</tr>
<tr>
<td>ASSOCIATE DEAN, CONSERVATORY</td>
<td>(FOR CONSERVATORY AND DOUBLE-DEGREE STUDENTS)</td>
</tr>
</tbody>
</table>

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>LAST DAY OF ENROLLMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGISTRAR STATUS (CREDIT)</td>
<td>YES</td>
</tr>
<tr>
<td>FACULTY/ADVISOR ALERT (DATE)</td>
<td></td>
</tr>
<tr>
<td>STUDENT SCHEDULED TO APPLY TO RETURN</td>
<td></td>
</tr>
<tr>
<td>FALL ___________</td>
<td>WINTER TERM _______________</td>
</tr>
<tr>
<td>LEAVES AND WITHDRAWALS COORDINATOR</td>
<td>DATE</td>
</tr>
</tbody>
</table>

**CC:**

- Class Dean
- Conservatory
- Dean of Students
- Financial Aid
- Registrar
- Res Ed & Dining
- Student Academic Services
- Student Accounts
MEDICAL LEAVE AGREEMENT

KEY DATES

- A student must depart campus by October 1 or March 11 to be eligible to apply to return in the subsequent semester.
- Application due dates to return in the subsequent semester: May 15 (for fall) and December 1 (for spring)

I. APPLYING FOR MEDICAL LEAVE AND YOUR COURSEWORK

A. SUBMISSION OF THE APPLICATION. Your submission of pp. 2-4 of this packet represents your intent to go on medical leave for the current semester and typically the subsequent semester. Students must submit the application and depart campus by October 1 or March 11 in order to be eligible to apply to return to the college the following semester. Upon receipt of your application, the Office of the Dean of Studies contacts the Registrar and, as applicable, the Registrar cancels your upcoming registration appointment, removes you from registered courses either for the current semester or the subsequent semester, or both. (See “Completion of Coursework” below for more information.) Once your application is complete, the Office of the Dean of Studies notifies the list of offices at the bottom of p. 2.

1. Departing from campus. Once you have applied for a medical leave for the current semester, you are expected to work with your housing loose-ends coordinator or your residential director to check out of your room and depart from campus in an expedient way (typically within 48 hours).

2. Incomplete application materials. If the letter of support from your healthcare provider does not arrive within two weeks of the submission of pp. 2-4 of this packet (or by 4 p.m. on the last day of classes), you will be withdrawn from the college. In the event that you are withdrawn, all grades for the semester will be converted to Ws.

3. Deadline. An application for a medical leave received after 4:30 p.m. on the last day of classes will be processed for the subsequent semester; the transcript for the current semester will include the grades assigned by the faculty, and cannot be expunged or altered in any way.

B. MEDICAL LEAVES. Students may apply for a medical leave of absence when such a leave is necessitated by the student’s medical or psychological condition. In order for your application to be approved, you must submit a medical leave application and provide documentation from the treating healthcare professional that affirms support for your request for a leave. A maximum of four semesters of leave (i.e., medical leave + personal leave) during a student’s time at the college is allowed.

C. RESIDENCE DURING MEDICAL LEAVE. We expect you to go home to secure the support you need. Students who visit campus during their medical leaves must notify the Office of the Dean of Students of the arrival and departure dates of their visit.

D. COMPLETION OF COURSEWORK. If you take a medical leave before the end of the add/drop period, the Registrar removes you from your registered courses, and neither courses nor grades appear on your transcript. If you take a medical leave after the end of the add/drop period and before the end of the 10th week of classes, you are withdrawn from all courses and Ws are recorded on your transcript. If you submit your application for medical leave effective for the current semester from the first day of the 11th week to the last day of classes, you have two options.

1. First, if you wish to complete coursework, you can apply for emergency incomplete grades. (Please see “Grading” in the Course Catalog.) In this case, you receive grades for all courses. The medical leave will take effect at the end of the current semester, and you are on medical leave for the subsequent semester.

2. Second, if you elect not to complete coursework, you are withdrawn from all courses and Ws are recorded on your transcript. The medical leave takes effect immediately, and you remain on leave for the subsequent semester.

Records for students taking a medical leave after the end of the 10th week are subject to review by the appropriate Academic Standing Committee and, in turn, to academic standing action.

E. REFUNDS. Students who take a medical leave before the end of the ninth 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 end of the ninth week of classes are not eligible for a refund.

(continued on next page)
F. **TRANSFER OF CREDIT.** Work taken at other institutions during a medical leave may be transferred to Oberlin in accordance with the following guidelines: up to two courses/eight credits in one semester within the transfer-of-credit post-matriculation limit.

G. **INTERNATIONAL STUDENTS.** A medical leave may affect your visa status. Meet with Dean Deppman (Peters 205) to discuss your visa status before you finalize your plans to leave campus.

H. **YOUR OCMR AND YOUR OCMAIL ACCOUNT**
   1. You are responsible for sending an e-mail to gayle.schmitt@oberlin.edu, with your full name, OCMR#, and new mailing address, so that she is able to forward your mail. A student returning from medical leave receives a new OCMR# upon return to the college.
   2. You are also responsible for checking your college e-mail account—which remains active—while on medical leave.

I. **REGISTRAR AND RESIDENTIAL EDUCATION.** Housing and dining forms and registration materials are available once the student has cleared to return from medical leave. No exceptions are possible.

II. **EXTENDING A MEDICAL LEAVE**
   A. **EXTENSION.** A student on a medical leave of absence 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.
   B. **AUDITIONS.** Conservatory and double-degree students away for two or more consecutive semesters are expected to re-audition. Contact the Office of the Conservatory Associate Dean for more information.
   C. **WITHDRAWAL.** You may be withdrawn from the college if you are either cleared from medical leave and neglect to register and enroll as instructed, or you do not apply to return as scheduled and neglect to request an extension of your leave. As a result, you will be withdrawn from the college, effective the last day of enrollment at the college. If this occurs, the college provides notification to the student of the change in status and the procedure for seeking readmission.

III. **APPLYING TO RETURN FROM MEDICAL LEAVE**
   A. A completed medical leave application includes the cover page; a letter from the student; and the diagnosis form(s), along with other documentation (if necessary) from the student’s treating healthcare provider. See [http://tinyurl.com/OC-medical-leave-info](http://tinyurl.com/OC-medical-leave-info) for details.
   B. You must also submit the reinstatement form ([http://new.oberlin.edu/office/registrar/reinstatement.dot](http://new.oberlin.edu/office/registrar/reinstatement.dot)) to the Registrar. We recommend you submit it two weeks ahead of your application to return from medical leave.
   C. **DEADLINES.** When a student on medical leave is able to live independently and resume the duties of a student at the college, the student must submit an application and supporting materials.
      1. Deadlines for receipt of application and supporting documentation are:
         1. **May 15** for the fall semester, and
         2. **December 1** for the spring semester.

Your signature in ink indicates your understanding and agreement to these terms. You can find more information about the medical leave at [http://tinyurl.com/OC-medical-leave-info](http://tinyurl.com/OC-medical-leave-info).

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randal Doane, Assistant Dean of Studies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Deppman, Associate Dean of Studies (for international students)</td>
<td></td>
</tr>
</tbody>
</table>