PERSONAL LEAVE PACKET

INSTRUCTIONS

NOTE: We recommend that you talk to a member of the Office of the Dean of Students or the Office of the Dean of Studies if you are considering taking a leave of absence. You may want to do this early in the semester in order to determine the appropriate form of leave.

1. Notification of departure from campus (NDFC) form
   - Fill out top portion of NDFC (please print), and be sure to indicate the duration of leave.
   - Write a brief statement on page 3 of this packet.

2. Personal leave of absence (PLOA) agreement
   - Read this form carefully, fill in the blanks, and sign your name.
   - After your leave is processed, you will receive a copy of this form in the mail as written confirmation of your leave.

3. Required Signatures for the NDFC
   - Academic advisor. Discuss your plan with your advisor and have him/her sign the NDFC and the PLOA advising guide (page 3 of this packet).
   - Office of Student Accounts (Carnegie 122).
   - Office of Financial Aid, if you are currently receiving financial aid (Carnegie 123).
   - Associate Dean Deppman, if you are an international student (Peters 205).
   - Associate Dean of the Conservatory, if you are a Conservatory student (Bibbins 123).
   - Randal Doane, assistant dean of studies, or your class dean serves as the interviewer.

4. Should you wish to submit a one-page statement about your decision to take a personal leave, please include it with these materials.

5. Send an e-mail to Gayle.Schmitt@oberlin.edu with your OCMR# and your date of departure, as well as a new mailing address. Submit a change of address form to the US Postal Service.

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 process your leave, completed forms must be returned to:

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

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

Deadlines
For spring leaves: the first Friday in December
For fall leaves: the first Friday in May

Please make timely arrangements for an interview, as noted above. Students submitting applications for a personal leave of absence after the deadline are to be charged a $300.00 late fee upon their return to the college.

If you have any questions, please contact the Office of the Dean of Studies at 440/775-8540.

March 2015
### Notification of Departure from Campus (Personal Leave)

**(PLEASE PRINT)**

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<th>STREET ADDRESS FOR LEAVE (IF DIFFERENT)</th>
<th>USABLE DATES</th>
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#### Duration of request
- 1 semester
- 2 semesters

#### For spring leaves, do you expect to receive credit for the upcoming winter term?
- yes
- no

#### If yes, will you live in a residence hall during winter term?
- yes
- no
- uncertain

#### Will you take classes while on leave?
- yes
- no
- uncertain

### APPROVAL SIGNATURES

#### DATE

#### STUDENT

#### ADVISOR

#### DEAN DOANE/CLASS DEAN

#### STUDENT ACCOUNTS

#### FINANCIAL AID

#### DEAN DEPPMAN (FOR INTERNATIONAL STUDENTS)

#### ASSOCIATE DEAN, CONSERVATORY

(For Conservatory and Double-Degree Students)

### Office Use Only

#### EFFECTIVE DATE

#### PROCESS DATE

#### STUDENT SCHEDULED TO RETURN

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#### LEAVES AND WITHDRAWALS COORDINATOR

#### DATE

#### LATE FEE

- YES
- NO

#### CC:
- ☐ ADVISOR
- ☐ CLASS DEAN
- ☐ CONSERVATORY
- ☐ DEAN OF STUDENTS
- ☐ FINANCIAL AID
- ☐ REGISTRAR
- ☐ RES ED & DINING
- ☐ STUDENT ACADEMIC SERVICES
- ☐ STUDENT ACCOUNTS
PERSONAL LEAVE OF ABSENCE AGREEMENT

NAME:  
ID#:  

PERSONAL LEAVE OF ABSENCE (PLOA) TERMS AND RESTRICTIONS

A. Personal leaves are granted for the subsequent semester(s) with the expectation that students will complete the current semester in good overall standing.

1. You are permitted to take a PLOA if you are placed on academic probation, and you will resume your period of probation upon your return. If you are suspended from the college for any reason (academic or disciplinary), or if you are required to withdraw by the institution, your personal leave will be canceled and your status will be changed accordingly.

2. If you have a balance due in the Office of Student Accounts, and your account is not paid by the last day of the preceding semester, your leave will be canceled and your status will be changed to “Bursar’s Required Withdrawal.”

3. Please make arrangements to apply for a PLOA by the first Friday in May for fall leaves and the first Friday in December for spring leaves. A $300 late fee is applicable for regular PLOA applications (or requests for extensions) received after the deadline.

B. INTERNATIONAL STUDENTS. A personal leave will affect your visa status. Please meet with Dean Deppman (Peters 205) to discuss your visa status before you finalize your plans for leaving campus.

C. Students on PLOA are expected to resume their studies at Oberlin College in the semester noted on the completed version of this form—i.e., the same semester noted on p. 2 of this application.

D. You may take a maximum of four semesters of leave (i.e., personal leave + medical leave).

E. General

1. You are required to check your OC Mail account regularly while on personal leave.

2. You are required to contact the Registrar if your mailing address changes while on leave.

   (1) In accordance with the residence requirement, you are expected to spend your final semester in residence at Oberlin. (For more information, see the “Graduation Requirements” in the course catalog.)

3. If you fail to return from PLOA status without making appropriate arrangements, you will be withdrawn by the Registrar.

4. Upon your return from personal leave, you will be assigned a new OCMR.

F. Academic

1. The transfer of credit guidelines for the course-credit system effective fall 2013 apply to all students. Transfer credit earned after matriculation is limited to 3 courses/12 credits. Within those limits, students on personal leave are permitted to transfer a maximum of 2 courses/8 credits earned in any given semester.

2. Transfer-of-credit regulations and forms are available at the Registrar’s web site, new.oberlin.edu/office/registrar/.

3. In order to obtain credit for a winter term project, you must be enrolled for and complete at least one semester of that academic year at Oberlin.

(cont’d)
G. Returning from a PLOA

1. The Registrar will send an e-mail to your OCMail account in October or March, respectively, regarding your return in either the spring or the fall. You are expected to reply to that e-mail within five days, to express your intent to return as scheduled or to extend your leave. To register for winter term, you must make arrangements with the Registrar by the winter term registration deadline.

2. Upon confirmation of your intent to return, registration information will be sent by e-mail.

3. Should you confirm for the Registrar your intent to return as scheduled, Residential Education will send an e-mail to your OCMail account regarding housing and dining options. If you fail to attend to the registration deadline noted by the Registrar, you will be withdrawn and removed from your preferred housing assignment. Note: should you still return to campus the subsequent semester, you will be required to live in college housing.

H. Extending a PLOA

1. Personal leaves may be extended for an additional semester or academic year, within the maximum of four semesters of leave. Requests for extension may be made by e-mail to dean.of.studies@oberlin.edu, and should note the length of extension (e.g., one semester).

2. Conservatory and double-degree students away for two or more consecutive semesters may be required to re-audition. Contact the Conservatory Associate Dean’s Office for more information.

I. Returning early from or canceling a PLOA

1. If you wish to cancel a semester of personal leave, you should e-mail dean.of.studies@oberlin.edu. Please indicate that you would like to cancel a semester of personal leave, and include a number where you can be reached. To cancel a fall semester leave, you must contact the Office of the Dean of Studies by August 1. To cancel a spring semester leave, you must contact Office of the Dean of Studies by January 2.

2. Requests made after the dates noted above may be approved, but we cannot guarantee your preferences will be met for course selection, housing and dining assignments, or financial aid.

3. You should not presume these changes have been approved until you receive confirmation from the Office of the Dean of Studies.

I have read the terms of this agreement and have noted the deadlines and requirements involved. I take responsibility for being aware of and complying with any special requirements, such as those involving financial aid or my return from a personal leave of absence. (Please see http://new.oberlin.edu/office/dean-of-studies/leaves-and-withdrawals/personal-leave.dot for more information about the financial aid implications of a leave of absence.) I have also consulted the Oberlin College Student Regulations, Policies and Procedures for additional information.

___________________________________________________________________________________

Student’s Signature Date

OFFICE USE ONLY

YOU HAVE BEEN GRANTED A PERSONAL LEAVE OF ABSENCE FOR:

YOU ARE EXPECTED TO RESUME YOUR STUDIES AT OBERLIN COMMENCING: