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 in ink), and be sure to indicate the duration of leave.

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).
   • Andrés Fernández, assistant dean of studies, or your class dean serves as the interviewer.
   • Office of Student Accounts (Carnegie 122).
   • Office of Financial Aid, if you are currently receiving financial aid (Carnegie 123).
   • Randal Doane, assistant dean of studies, if you are an international student (Peters 127).
   • Mary Gray, associate dean of the conservatory, if you are a Conservatory student (Bibbins 123).

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.

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:

<table>
<thead>
<tr>
<th>Office of the Dean of Studies – PLOA</th>
<th>Phone: 440/775-8540</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 North Professor St., Peters 205</td>
<td>Fax: 440/775-6369</td>
</tr>
<tr>
<td>Oberlin College</td>
<td></td>
</tr>
<tr>
<td>Oberlin, OH 44074-1091</td>
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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 leaves 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.
**OFFICE OF THE DEAN OF STUDIES**

**NOTIFICATION OF DEPARTURE FROM CAMPUS (PERSONAL LEAVE)**

(PLEASE PRINT)

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>T#</th>
<th>OCMR#</th>
</tr>
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<tbody>
<tr>
<td>1ST SEMESTER AT OBERLIN</td>
<td>CLASS DEAN (LAST NAME)</td>
<td>DIVISION</td>
<td></td>
</tr>
<tr>
<td>FALL / SPRING _________</td>
<td>CON</td>
<td>A&amp;S</td>
<td>DD</td>
</tr>
<tr>
<td>HOME STREET ADDRESS</td>
<td>CITY, STATE, ZIP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOME #</th>
<th>CELL #</th>
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<tbody>
<tr>
<td>STREET ADDRESS FOR LEAVE (IF DIFFERENT)</td>
<td>USABLE DATES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVISOR</th>
<th>MAJOR</th>
</tr>
</thead>
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Duration of request |

<table>
<thead>
<tr>
<th>1 semester</th>
<th>2 semesters</th>
</tr>
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<tbody>
<tr>
<td>For spring leaves, do you expect to receive credit for the upcoming winter term?</td>
<td>yes</td>
</tr>
<tr>
<td>If yes, will you live in a residence hall during winter term?</td>
<td>yes</td>
</tr>
<tr>
<td>Will you take classes while on leave?</td>
<td>yes</td>
</tr>
</tbody>
</table>

APPROVAL SIGNATURES

<table>
<thead>
<tr>
<th>STUDENT</th>
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<tbody>
<tr>
<td>ADVISOR</td>
</tr>
<tr>
<td>DEAN FERNÁNDEZ (OR YOUR CLASS DEAN)</td>
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</tbody>
</table>

STUDENT ACCOUNTS

<table>
<thead>
<tr>
<th>FINANCIAL AID</th>
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</thead>
<tbody>
<tr>
<td>HOLD</td>
</tr>
<tr>
<td>DEAN DOANE (FOR INTERNATIONAL STUDENTS)</td>
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</tbody>
</table>

ASSOCIATE DEAN, CONSERVATORY

(for Conservatory and double-degree students)

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>EFFECTIVE DATE</th>
<th>PROCESS DATE</th>
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</thead>
<tbody>
<tr>
<td>STUDENT SCHEDULED TO RETURN</td>
<td></td>
</tr>
<tr>
<td>FALL</td>
<td>WT</td>
</tr>
<tr>
<td>LEAVES AND WITHDRAWALS COORDINATOR</td>
<td>DATE</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CC:  
- [ ] ADVISOR  
- [ ] CLASS DEAN  
- [ ] CONSERVATORY  
- [ ] DEAN OF STUDENTS  
- [ ] FINANCIAL AID  
- [ ] REGISTRAR  
- [ ] RES ED & DINING  
- [ ] STUDENT ACADEMIC SERVICES  
- [ ] STUDENT ACCOUNTS

March 2016
PERSONAL LEAVE OF ABSENCE AGREEMENT

NAME: 

ID#: 

PERSONAL LEAVE OF ABSENCE (PLOA) TERMS AND RESTRICTIONS

A. General

1. You are expected to 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. Applications are accepted until the Friday before the start of the semester.

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 is to be canceled and your status is to be changed to “Bursar’s Required Withdrawal.”

3. You are expected to check your OCMail account regularly while on personal leave, and to contact the Registrar to update your mailing address, as needed.

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

5. 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.)

B. International Students

1. A personal leave will affect your visa status. Please meet with Dean Doane (Peters 127) to discuss your visa status before you finalize your plans for leaving campus.

C. Academic

1. Personal leaves are granted for the subsequent semester(s) with the expectation that students will complete the current semester in good overall standing (i.e., academic and judicial).

2. 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.

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.

4. The transfer of credit guidelines apply to all students. Transfer-of-credit regulations and forms are available at the Registrar’s web site, new.oberlin.edu/office/registrar/.

D. Returning from a PLOA

1. 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.

2. The Registrar will send an e-mail to your OCMail account near November 1 or April 1, respectively, regarding your return in either the spring or the fall. You are expected to reply to that e-mail within five days, and 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.

(cont’d)
D. Returning from a PLOA (cont’d)
   3. Upon confirmation of your intent to return, registration information will be sent by e-mail.
   4. 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.
   5. Upon your return from personal leave, you will be assigned a new OCMR.
   6. If you fail to return from PLOA status without making appropriate arrangements, you are to be withdrawn by the Registrar.

E. 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 Office of the Conservatory Associate Dean for more information.

F. 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 phone number where you can be reached. To cancel a fall semester leave, you are expected to contact the Office of the Dean of Studies by August 1. To cancel a spring semester leave, you are expected to 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: