Oberlin College and Conservatory
Medical Leave of Absence
Details and Frequently Asked Questions (FAQs)

Overview

Students who wish to take medical leave from Oberlin for health-related reasons need to apply through the Office of the Dean of Studies. Students are encouraged to discuss their situation with a class dean before submitting the application form. While on medical leave, students are expected to receive requisite treatment, check OCMail regularly, and meet appropriate deadlines for applying to return or requesting an extension of medical leave. Students returning from leave are expected to be able to live independently and attend to the curricular and extra-curricular duties of a student in a residential liberal arts college.

If I take medical leave what happens to the courses I am taking and what are the financial implications?

Once a complete medical leave form is submitted to the Dean of Studies office and is approved, the Registrar cancels the upcoming registration appointment and removes a student from all registered courses. The chart below provides a summary of financial and coursework implications:

<table>
<thead>
<tr>
<th>Date Leave Taken</th>
<th>Coursework Status</th>
<th>Notation on Transcript</th>
<th>Financial Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the beginning of a semester</td>
<td>Neither courses nor grades appear on the transcript</td>
<td>Personal Leave [date leave taken]</td>
<td>Full refund available (see “Expenses” page of online catalog for details)</td>
</tr>
<tr>
<td>Before the end of add/drop</td>
<td>Neither courses nor grades appear on the transcript</td>
<td>Personal Leave [date leave taken]</td>
<td>Partial refund available (see “Expenses” page of online catalog for details)</td>
</tr>
<tr>
<td>After add/drop and before the end of the 10th week of the semester</td>
<td>All courses are marked as withdrawn (W)</td>
<td>Personal Leave [date leave taken]</td>
<td>Partial refund available (see “Expenses” page of online catalog for details)</td>
</tr>
<tr>
<td>Between first day of 11th week and last day of classes</td>
<td>Apply for Emergency Incompletes for all coursework, or withdrawn (W) for all courses</td>
<td>Final Grades after Emergency Incompletes or Personal Leave</td>
<td>No refunds available after 10th week of class</td>
</tr>
<tr>
<td>After the last day of classes</td>
<td>Students receive grades for all courses</td>
<td>Personal Leave</td>
<td>No refunds available for previous semester</td>
</tr>
</tbody>
</table>

Students who take medical leave after add/drop and before the end of the 10th week of the semester will be withdrawn from all courses. Students who take medical leave after the first day of the 11th week and before the end of the last day of classes can elect to either have W's for all classes or receive grades for all courses and apply for emergency incompletes as needed. After the last day of classes, students who take medical leave will receive grades for all courses.
How is the duration of medical leave determined?

Students who depart during the fall semester by October 1 are eligible to apply by December 1 to return in the spring semester. Students who depart in the spring semester by March 15 are eligible to apply by May 15 to return in the fall semester. Leaves can be taken for one or more semesters, see “How is a medical leave extended” below.

What are the procedures for returning from medical leave?

Returning from medical leave includes several elements:

1) A letter written by the student verifying readiness to return,
2) A diagnosis form sent directly to the Dean of Studies office from a healthcare provider’s office,
3) Reinstatement by the Registrar’s Office.

   1) The student’s letter should review and address the student’s role in the conditions or circumstances that led up to the leave; review new strategies and solutions for achieving success, outline activities and pursuits engaged in during the leave, and describe progress in recovery and how it indicates readiness to return. The letter should also outline the network of support the student expects to employ upon return to the college. This letter should not exceed 1000 words.

   2) The diagnosis form should be given to a provider and sent directly from the provider to the Office of the Dean of Studies http://new.oberlin.edu/office/dean-of-studies/documents/1617Diagnosis-Form revised.pdf

   3) It is recommended to submit a reinstatement form to the college Registrar two weeks ahead of the application to return from medical leave. https://new.oberlin.edu/office/registrar/reinstatement.dot

Prior to submitting materials, students are strongly encouraged to contact the Office of Dean of Studies to arrange a brief interview with office staff to discuss the return process. Phone (440)-775-8540 to request an appointment.

What are the deadlines to return from medical leave?

Dec. 1
Students who wish to return to the college for the spring semester should submit their letter and arrange to have the diagnosis form arrive by Dec. 1.

May 15
Student who wish to return in the fall semester should submit their letter and arrange for the diagnosis form to arrive by May 15.

How is a medical leave extended? How many semesters of leave are permitted?

A student on medical leave may request that the leave be extended, either by submitting a signed request to the Office of the Dean of Studies, or by sending an email from the student’s OCmail account to leaveswithdrawal@oberlin.edu.

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

Conservatory students and double-degree students on leave for two or more consecutive semesters may be required to re-audition for reinstatement.
What happens to my college email account and my OCMR after my departure from campus?

Your college email account will remain valid while you are on leave. You will receive important communications from Oberlin College staff and are expected to respond in a timely manner and keep the account active by renewing passwords as necessary. Failure to respond to emails or to maintain the account can result in an extra semester of leave and/or withdrawal from the college.

Your OCMR will be re-assigned. Please send an email from your college email account to stumail@oberlin.edu, with your full name, OCMR#, and new mailing address, so that your mail can be forwarded. You will receive a new OCMR# when you return to campus.

What happens if I am withdrawn from the college?

Withdrawn students who wish to return to Oberlin must submit a reinstatement form to the Office of the Registrar. Under some circumstances, students are asked to submit additional materials prior to action on their applications. The preferred deadline is July 1 for fall semester and by December 1 for the spring semester. Students must be cleared for readmission/reinstatement by August 15 for fall semester or January 15 for spring semester in order to enroll for that semester. No exceptions.

Are there special rules for international students and medical leave?

Yes, international students should be sure to meet with an international student advisor to discuss visa-related issues. In most cases new I-20’s will be need to be issued by Oberlin College so that international students can renew VISA’s in order to return from medical leave. International students should meet with an international student advisor before departing campus and should arrange to speak to an advisor prior to applying to return from medical leave.

Can I take courses while on leave? How many?

Courses taken at other institutions during medical leave may be transferred to Oberlin College in accordance with the following: up to two courses/eight credits in one semester within the Registrar’s office transfer-of-credit post-matriculation limit (i.e., no more than three full courses after a student has started at Oberlin College) [https://new.oberlin.edu/office/registrar/transfer-of-credit/].

What about Winter Term?

Students who are cleared in December to return for the spring semester are eligible to complete an off-campus individual winter term project.

If I was on academic probation when I left on medical leave am I still on probation?

Students whose academic standing was “no action”, “warning” or “probation” will return to campus with the same status as when they left.

Can I visit Oberlin? What college resources will I have access to?

Students on medical leave who visit campus are required to notify the Dean of Students office with arrival and departure dates. Students can access most Oberlin College Library online services by using a Virtual Private Network (VPN). While on leave students are encouraged to seek advice from academic advisors, career center staff, and others as needed.