This document provides students and families with answers to some of the key questions about the medical leave of absence. Be certain to consult the documents available @ http://tinyurl.com/OC-MLOA as you prepare your application to return.

**Taking a Medical Leave**

- **How is the duration of my medical leave determined?**
  - Students who depart in 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.
  - A student can take a maximum of four semesters of leave (i.e., medical + personal ≤ 4).
  - Conservatory and double-degree students away for two or more consecutive semesters may be required to re-audition for reinstatement. Contact the Office of the Conservatory Associate Dean for more information.

- **How does a medical leave affect my status with Student Accounts?**
  - 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 tuition and fees. Students who take medical leaves after the end of the ninth week of classes are not eligible for adjustments to their accounts.

- **How will my leave be noted on my transcript?**
  - If your medical leave is dated on or before the eighth day of the semester, your transcript will show no record of your courses of that semester and will read “Personal Leave, [effective date of your medical leave].”
  - If your medical leave is dated on or after the ninth day of the semester, your record for the term will be noted with either Ws for all courses or grades for all courses, and below that list your transcript will read “Personal Leave [effective date of your medical leave].”
    - Please see the medical leave agreement for more information about your options with regards to taking a medical leave and receiving grades for your courses.

- **What happens to my OCMR and any mail I receive after my departure from campus?**
  - Your OCMR will be re-assigned. Please send an e-mail from your college e-mail account to gayle.schmitt@oberlin.edu, with your full name, OCMR#, and new mailing address, so that she is able to forward first-class mail for up to three weeks. You should also provide your updated mailing address to friends, publishers, etc., who are in contact with you via US post.
  - You will receive a new OCMR# upon your return to the college.

- **Can I still use my college e-mail account?**
  - Yes. You can, and are expected to, since staff members of Oberlin College will use this account to communicate with you during your leave. Materials are often time-sensitive,
and failure to maintain this account in good standing may result in an additional semester of leave.

• Will a medical leave affect my visa status?
  ○ Yes. Students on F-1 visas are expected to consult with Dean Deppman or Dean Doane before departing from campus.

WHILE ON MEDICAL LEAVE

• How soon should I begin my treatment/recovery?
  ○ You are expected to receive a full assessment from a licensed healthcare provider as soon as possible, and no later than six weeks after your departure from campus on medical leave. (If you are resuming a relationship with a healthcare provider you have seen in the past, we expect him or her to be able to confirm an assessment administered in the past two years.) Failure to complete the assessment in a timely way is likely to delay your return to Oberlin by at least one semester.
    ▪ An assessment is the first step in the course of treatment, and may include testing, behavioral assessments, and qualitative and quantitative measures. Your input regarding the situation that precipitated your medical leave may be a key part of effective treatment. You are responsible for any costs associated with this assessment.

• Can I take courses while I am on medical leave?
  ○ 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. Transfer-of-credit regulations and forms are available at the Registrar’s web page (http://new.oberlin.edu/office/registrar/).

RETURNING FROM MEDICAL LEAVE

• What should I do once I have decided to apply to return from medical leave?
  ○ Please call the Office of the Dean of Studies, at 440.775.8540, between 8:00 a.m. and 4:30 p.m., eastern time, to set up a phone appointment with Dean Fernández to discuss the application process.

• What constitutes a complete application to return from medical leave?
  ○ The materials to be sent for review by the Medical Leave Committee include:
    ▪ the cover page,
    ▪ the student’s letter, and
    ▪ the diagnosis form(s) of the healthcare provider(s), which are expected to arrive under separate cover.
  ○ A student must also submit to the Registrar the reinstatement form (see http://new.oberlin.edu/office/registrar/reinstatement.dot). We recommend you submit it two weeks ahead of your application to return from medical leave.
The student’s letter should review and address the student’s role in the conditions or circumstances that led up to the medical leave; discuss how the student will prevent those events and conditions from reoccurring (as applicable); outline the activities and pursuits engaged in during the leave; and, most importantly, describe the student’s progress in recovery and how it indicates readiness to return to Oberlin. The letter should also outline the network of support the student expects to employ upon return to the college. This letter is not to exceed 1000 words in length and should be submitted along with the cover page.

Applications to return must be received by the deadline in order to ensure consideration. Students should present all relevant information at the time of application, as the decision of the committee is final.

• When is the application to return from medical leave due?
  o To apply to return in the fall, you must ensure delivery of all application materials by May 15. To apply to return in the spring, you must ensure delivery of all application materials by December 1.
  o If your application is incomplete by the due date, your leave will be extended by one semester.

• Where should I send the application to return from medical leave?
  o Send it to the attention of Dean Andrés Fernández, via either:
    ▪ US post:
      Office of the Dean of Studies
      50 N. Professor Street, Peters 205
      Oberlin College
      Oberlin, OH 44074; or
    ▪ e-mail attachment: leaves.withdrawals@oberlin.edu; or
    ▪ fax: 440.775.6369.

• What factors are considered during the review of my application to return?
  o The college expects all students returning from medical leave to be able to live independently and attend to the curricular and extra-curricular duties of a student of a residential liberal arts college.
  o In determining whether you are ready to resume the duties associated with these goals, the committee considers a number of factors closely, including:
    ▪ the conditions that led you to take a medical leave;
    ▪ information provided by you and your healthcare provider, and any other documentation submitted in support of your application;
    ▪ your academic plan for the upcoming semester; and
    ▪ the network of support you expect to employ upon your return to the college, and the college’s ability to provide appropriate support.

• What happens if my application is not approved?
Your leave of absence will be extended one semester. Your status is confirmed by the Office of the Dean of Studies via US post.

- What happens if:
  - I do not apply to return as scheduled?; or
  - I do not request an extension in a timely way?; or
  - I am presented with conditions to fulfill in order to be cleared, and I do not fulfill those conditions in a timely way?; or
  - I am cleared to return and do not return to campus?
    - You will be withdrawn from the college, effective your last day of enrollment.

- What happens if I am withdrawn from the college?
  - The Registrar provides notification via US post about your change in status and the procedure for seeking reinstatement.

- What if I am uncertain about my status at the college?
  - Please contact the Registrar at 440.775.8450.

- My letter of conditions indicates that I need my healthcare provider to confirm that I have provided a release, in order to assure continuity of care between my network of support at home and my network at school. My letter also indicates that once I have that release in place, I may need to meet other conditions. What do those other conditions entail?
  - The committee tailors its recommendations to your particular situation. You should expect, at a minimum, to be required to meet with your class dean during the first week of classes, so that the class dean can lift the enrollment hold on your record.
  - Students may also be expected to meet with other staff on campus, in order to help students promote and sustain their well-being during their remaining semesters at the college.

- Now that I’m back on campus, what is my status in terms of academic standing?
  - If you were in good standing in the semester of your departure, you return in good standing.
  - If you were on academic warning in the semester of your departure, you return on academic warning.
  - If you were on probation in the semester of your departure, you return on probation.
  - If you were on second probation in the semester of your departure, you return on second probation.

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