Oberlin College and Conservatory – Personal Leave of Absence Form

Overview: Personal Leave is available for students prior to the start of a semester, and is primarily intended for non-academic purposes such as a volunteer work, extended internships, or for other personal and/or financial reasons. Students are highly encouraged to meet with a class dean or dean of studies prior to taking leave of absence.

Deadlines: Students should submit this form before the first Friday in December for spring leaves and before the first Friday in May for fall leaves. Students submitting forms after these deadlines will be assessed a $300 late fee. Personal Leave cannot be taken after the Friday before the start of the semester.

Procedures:
In order to be approved for personal leave students must read, sign, and submit both pages of this document and follow the steps listed below. International students are advised that taking leave will affect their visa status and should consult with an international student advisor.

Step 1: Forms and Signatures Fill out the Notification of Departure form (second page of this document). If you are on campus, gather signatures noted on the form and schedule a meeting with the Leaves and Withdrawals Coordinator at the Office of the Dean of Studies. You are responsible for reviewing the financial implications of taking a leave by discussing your departure with the Office of Financial Aid, your loan provider, if applicable, and the Office of Student Accounts. Submit these forms to the Office of the Dean of Studies.

Step 2: Mail and Communication Send an email to stumail@oberlin.edu with your OCMR# and your date of departure; include a new mailing address. Keep your OCmail account active while on leave and check your inbox regularly. The Registrar’s office will contact you near November 1 or April 1 regarding your return to campus. You are expected to reply within five days to express your intent to return as scheduled or to extend your leave.

Step 3: Returning to Campus Upon confirmation of your intent to return, registration information will be sent by email. Residential Education will send an email to your OCmail account regarding housing and dining options.

Policies and Signature of Agreement:

- Requests for leave extensions should be made in writing to leaveswithdrawals@oberlin.edu.
- Students may take up to a total four semesters of leave (i.e. personal leave + medical leave).
- Students who wish to extend leave must contact the Office of the Dean of Studies. Failure to return from leave without making arrangements will lead to withdrawal from the college.
- Courses taken at other institutions during leave are subject to the college’s transfer of credit policy (limit of two full academic courses per semester, no more than three full courses or the equivalent after matriculation), see Oberlin course catalog for more details.
- In accordance with the residence requirement, students must spend their final semester in residence at Oberlin (see degree requirements in the course catalog).
- Students are permitted to take leave while on academic probation; the probation period will resume upon return to the college. Personal leave will be cancelled for students who are suspended for academic or disciplinary reasons.
- To cancel a fall semester leave, students must contact the Leaves and Withdrawal Coordinator by August 1. To cancel a spring semester leave, students must contact the Coordinator by January 2 at the following address: leaves.withdrawals@oberlin.edu. Students who cancel leave after these dates are not guaranteed preferences for course selection, housing, dining, or financial aid.
- In order to receive credit for a winter term project, students must be enrolled for and complete at least one semester in that academic year. Students on leave must register for winter term by the registration deadline.
- Students on leave who fail to respond to requests from the Registrar regarding registration deadlines will lose preferred housing assignments and will be withdrawn from the college.
- Conservatory students may be required to re-audition after two or more semesters of leave.

For more information please see http://new.oberlin.edu/office/dean-of-studies/leaves-and-withdrawals/ or contact the Leaves and Withdrawals Coordinator, leaves.withdrawals@oberlin.edu, (440)-775-8540.

I have read, understand, and agree to the terms in this document.

<table>
<thead>
<tr>
<th>Student Name (printed)</th>
<th>Student Signature (blue or black ink)</th>
<th>Date</th>
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I give permission for Oberlin College to notify my parent(s) or guardian(s) that I have submitted an application for leave of absence and will be departing campus ______________ (initials).
**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>
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<table>
<thead>
<tr>
<th>1st Semester at Oberlin</th>
<th>Class Dean (Last Name)</th>
<th>Division</th>
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<tbody>
<tr>
<td>Fall / Spring __________</td>
<td>CON A&amp;S DD</td>
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<table>
<thead>
<tr>
<th>Home Street Address</th>
<th>City, State, Zip</th>
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<tr>
<th>Home #</th>
<th>Cell #</th>
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<tr>
<th>Street Address for Leave (If different)</th>
<th>Usable Dates</th>
<th>City, State, Zip</th>
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<tr>
<th>Advisor</th>
<th>Major</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**

**Student**

**Advisor**

Dean Arbo gast (Or Your Class Dean)

Student Accounts  
Hold  Clear

Financial Aid  
Hold  Clear

Dean Doane (For International Students)

Associate Dean, Conservatory  
(For Conservatory and Double-Degree Students)

**Office Use Only**

Effective Date  Process Date

Student Scheduled to Return  
Fall __________  WT __________  Spring __________

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

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