

## CAMPUS CONTACTS

### Dean of Students Office

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### Residence Life

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### Registrar

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*For questions regarding return from a leave, extension of a leave, and registration:*

**Emilie Smith**, associate registrar, 503/777-7296.

*For questions regarding transfer credit:*

**Ben Bradley**, recorder/transfer evaluator, 503/777-7295.

### Financial Aid

financial.aid@reed.edu

*For questions regarding the effect of a leave on your financial aid status:*

**Leslie Limper**, director of financial aid, 503/777-7223.

*For questions regarding Federal Direct loan repayment and the exit interview process:*

**Sarah Duncan**, assistant director of financial aid, 503/788-6693.

### Business Office

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*For questions regarding Perkins & Reed loan repayment and the exit interview process:*

**Sara Rosenberger**, accounts receivable/loan specialist, 503/777-7504.

### Health and Counseling Center

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**Kate Smith**, director of health and counseling, 503/517-7462.

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# FAQs: Emergency Absence

## LEAVES, MEDICAL LEAVES, EMERGENCY ABSENCES AND WITHDRAWALS

### Leave of Absence

A leave of absence (LOA) may be available for students who are taking time off from the college for a variety of reasons. Leaves are usually processed before the start of a semester and can be granted for a maximum of two semesters. The final deadline to take a leave during the semester is the deadline to withdraw from a semester course. Tuition, room and board refunds will be calculated on the college's refund schedule, found in the catalog and guidebook. Students who would like to request a leave of absence should begin by meeting with one of the deans of Student Services.

### Medical Leave of Absence

A medical leave of absence (MLOA) may be available for students who have medical or psychological conditions that severely limit their ability to complete their academic work. Students who would like to request a medical leave of absence should begin by meeting with a staff member in Health and Counseling. Medical leaves of absence are granted by one of the Student Services deans in consultation with Reed's Health and Counseling Services, and are based on the written recommendation of a physician or mental health professional. Normally, medical leaves will last for at least one full semester but no more than two consecutive years (*four semesters*). In general, the Dean of Students may respond to clinically-based exceptions to this, either to reduce or increase time away, as appropriate. Generally, the student will have three months of documented / demonstrated symptom improvement and stability prior to requesting readmission. Tuition, room and board refunds will be calculated based on the college's refund schedule, found in the catalog and guidebook. The final deadline to take a medical leave during the semester is the last day of finals.

### Emergency Absence

An emergency absence (EA) is **not** a leave from the college. Students are still considered enrolled. There are no refunds for time spent away from the college during an emergency absence. An emergency absence is appropriate for a brief absence from the college (*no longer than three weeks*). Students intending to take an emergency absence are encouraged to meet briefly with one of the deans of Student Services to discuss resources available to support the student. Students intending to take an emergency absence are not necessarily excused from any responsibilities for missed classes and coursework and should meet with their faculty as soon as possible to discuss the implications of taking an emergency absence in each class. Should a student need more time away from the college, they may apply for a leave, or a medical leave, whichever is more appropriate for their situation.

### Withdrawal

Students who plan to depart from the college permanently may do so by withdrawing. Students who would like to withdraw should contact the Office of the Dean of Student Services to initiate the process. Students who have withdrawn and desire to be readmitted must apply for readmission through the Registrar's Office.

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Please see the Student Services website for the most updated information:  
[www.reed.edu/student\\_services](http://www.reed.edu/student_services)

FAQs and forms for leave of absence, medical leave of absence, emergency absence and withdrawal can all be found on the Student Services website at: [www.reed.edu/student\\_services/leave\\_of\\_absence.html](http://www.reed.edu/student_services/leave_of_absence.html)

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residence halls are open.

### **What happens to my present room contract?**

Your present housing contract remains unchanged while you are on emergency absence.

### **What if I need different accommodations on campus?**

Students who need different housing accommodations for a temporary period of time on campus may request use of an “emergency room”. Examples of appropriate uses of the “emergency room” include: Students who have been injured and are now using crutches or a wheelchair, and are therefore having difficulties accessing their official residence hall room, or students who feel extremely uncomfortable in their current housing situation and need a temporary place to reside while the current issues are resolved. Should a student need a more permanent change of residence due to a change of circumstance, requests may be placed with the Office of Residence Life and will be reviewed on a case-by-case basis.

## **ADMINISTRATIVE**

### **When is an emergency absence appropriate?**

An emergency absence is appropriate for students who have had unexpected circumstances arise that necessitate a brief (three weeks or less) absence from the College. Examples of circumstances that may require such an absence would include: attending the funeral of a close family member or friend, or recovery from an accident, illness, or surgery.

### **Can I extend my emergency absence status if I want to?**

An emergency absence is appropriate for a brief absence from the College (no longer than three weeks). Should a student need more time away from the College, they may take a leave of absence, or a medical leave of absence, whichever is more appropriate for their situation. Please note that if an EA is taken over fall or spring break, that week counts towards the three week maximum.

### **Are my professors notified that I am on emergency absence (EA)?**

Yes, the Office of the Dean of Students sends an email to each professor listed on the student’s current schedule as well as to Financial Aid, the Registrar, the Sports Center, and (if the student lives on campus), the Office of Residence Life. This email notifies the professors and staff that the student is currently taking an emergency absence, and when the student anticipates returning. If there is not yet an anticipated date of return, the Dean of Students' Office will inform faculty of the return date as soon as it is known.

Students should be aware that the role of the Dean of Students' Office in connecting with faculty is informational only. Faculty may determine how, if at all, this information will influence academic expectations for the student. It is the responsibility of the student to be in touch with faculty (as they are able) and to discuss and agree upon a reasonable plan to address any academic issues that may arise from the student's absence.

### **What are my responsibilities regarding my classes?**

Students should consult with each of their professors and their academic adviser for more information regarding what is required upon returning from an absence, and what the implications of such an absence are with regard to their courses. The instructor of each course will determine whether it is possible for the student to complete the course after returning to classes. Communicating with professors as much as possible is essential for creating realistic expectations regarding the student’s course work. It is our understanding that students on an emergency absence will be absent from all of their classes.

### **If I’m an international student, what do I need to know about visas, immigration documents, or other matters?**

International students need to speak with the Assistant Dean of Students for International Student Services to discuss their visa program status, departure to (and return from) their home country, and other considerations.

### **What happens if I take an emergency absence during fall or spring break?**

If your emergency absence takes place during fall or spring break, please be aware that the break

week counts towards the maximum three weeks you may take for an emergency absence.

## CAMPUS COMMUNICATIONS

### **Will I keep my on-campus mailbox?**

Yes, your mailbox will remain open.

### **Will I continue to have access to my Reed email account?**

Yes, your email account will continue to be active while you are taking an emergency absence.

## CAMPUS RESOURCES

### **May I use the library?**

Yes, students on emergency absence may use the library.

### **Am I permitted to work on campus?**

Students who are on emergency absence are eligible for student employment. If you are in doubt as to your employment status, please contact the Business Office.

### **May I continue to use the services of the Health & Counseling Center?**

Students on emergency absence do have access to the on-campus health and counseling center staff or services. However, the student's health insurance may also cover services in the Portland area. For more information, contact the health insurance provider directly.

### **Do I lose my Reed health insurance?**

No, you will continue to be covered by your Reed health insurance while taking an emergency absence. However, if you choose to extend your emergency absence into a leave of absence or medical leave of absence, if you attended at least 30 days of a semester and did not waive the health insurance, you will continue to be covered by the student health insurance for that term. For more information, please see the Frequently Asked Questions for leave of absence, or medical leave of absence, or contact the Business Office directly.

### **What about access to Career Services resources?**

A student on emergency absence can come into the center for career counseling, résumé and/or job search help. In addition, many valuable resources may be found on the career services web site: <http://web.reed.edu/career/index.html>, including job and internship postings and contact information for our alumni volunteers.

### **May I use the services of Academic Support?**

Yes, students are eligible to use the services offered by Academic Support, including tutoring, coaching, attending workshops, or use of the Dorothy Johansen House. Exceptions to this policy may be made on a case-by-case basis. If catching up on missed work might pose a challenge for you, you are encouraged to meet with the Academic Support staff for assistance in developing a

plan to get back on track.

### **May I use the Sports Center?**

Yes, students on emergency absence are eligible to use the sports center. Exceptions to this policy may be made and will be reviewed on a case-by-case basis.

### **May I participate in Gray Fund activities?**

Students on emergency absence are eligible to take part in Gray Fund trips.

### **May I attend Renn Fayre while I'm on emergency absence?**

Yes, students on emergency absence are permitted to attend Renn Fayre while their emergency absence is in effect. Exceptions to this policy may be made and will be reviewed on a case-by-case basis.

### **Am I permitted to be in student organization spaces, register an event, or signate?**

Students on emergency absence are welcome to access or use student organization spaces. Only current Reed students, including students on emergency absence, are able to receive senate and other funds, reserve space, signate, or sign contracts on behalf of a student event.

### **Will I have access to computer facilities?**

Students on emergency absence have access to the IRCs and associated computer resources.

## FINANCIAL

### **Will I be reimbursed for tuition, room and board, or other costs for the time I spend on emergency absence?**

Students will not be reimbursed for time away from the College during the short duration of their emergency absence. Should a student need more time away and choose to change his or her absence status to a leave of absence or a medical leave of absence, reimbursement for the remainder of the semester will be determined according to leave of absence or medical leave of absence policies. Please connect with the Business Office and/or Financial Aid directly with any questions regarding reimbursement.

### **Will my emergency absence affect my financial aid?**

An emergency absence will not affect your financial aid. However, should you need more time away from the College, taking a leave of absence or medical leave of absence may have some implications for your financial aid. Please connect with the Financial Aid office directly with any questions.

## RESIDENCE LIFE

### **Do I have to move out of my room and leave campus?**

Students on emergency absence have the option of staying in their room on campus while the